AnyForm®

Form software

User's Manual

AnyForm **Form software** – April 2004

SmartForm GmbH
Industriestrasse 44
CH - 8304 Wallisellen
Switzerland

Telephone +41 1 262 36 00
Fax +41 1 262 44 39

E-Mail support@smartform.com

www.smartform.com

Installing *AnyForm* Form software

>>> refer to chapter 2 of this user's manual (page 8)

This user's manual can be downloaded from our homepage.

http://www.smartform.com/anyform_2e.pdf

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1 General remarks

This guide provides instructions for a simple und efficient use of *AnyForm* **form software**.

1.1. Note symbols

On studying the user's manual you will come across the following symbols. Their meanings are explained below.

Example	*Shows an example or several examples.*
Attention	*Calls your attention or gives additional explanations to an issue.*
Tip !	*As in many other programs there are different ways to achieve an aim. The Tip-Symbol illustrates other and sometimes more efficient alternatives.*
Important	*Keep in mind this symbol. It refers to important subjects which you should strictly be considered!*
www…	*Here you will find links to a internet addresses.*

1.2. FAQ (frequently asked questions)

In order to facilitate the use of *AnyForm* form software we have listed the most frequently asked questions and problems. Please refer first to FAQ (page 46) to find an answer to your problem.

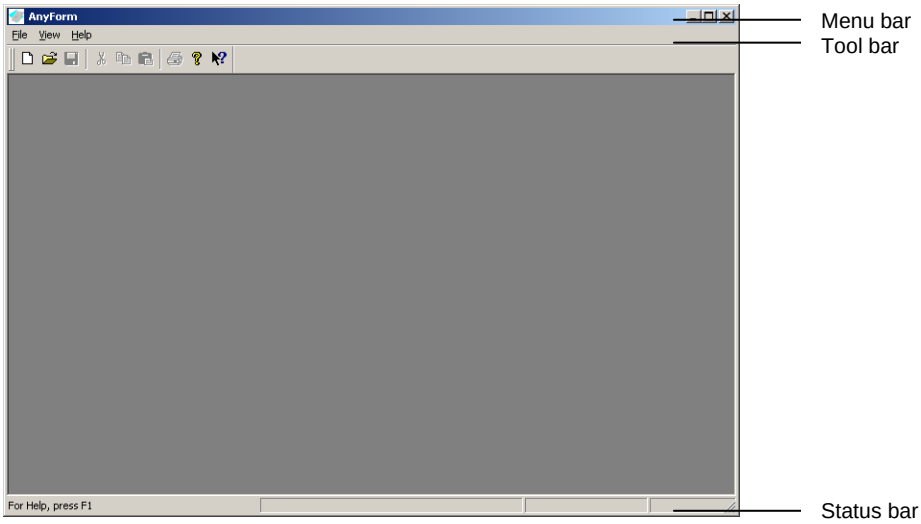
1.3. Index of templates

You will find a big variety of forms used in different classes of business and countries for free download on our homepage www.smartform.com.

www… www.smartform.com -> ***Free Forms***

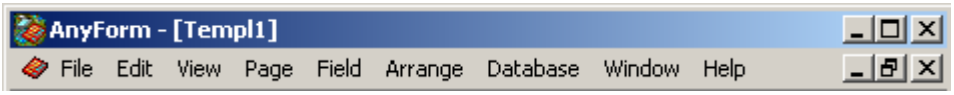
1.4. *AnyForm* form software - screen view

On starting *AnyForm* **Form software** the following screen appears:



1.5. Menu bar

All commands are being chosen and executed with the menu bar.



Attention *The commands of the menu bar are illustrated the following way in this user's manual:*

- **File – Options – General**

1.6. Tool bar

The most common used commands of the menu bar are also available as icons in the tool bar.

1.7. Status bar

The status bar allows paging within multilateral forms and templates.

1.8. Difference between aft- and aff-files

a) Templates: aft-files (AnyForm Template)

(**red** Icon)

aft-files serve as **form templates**. These files contain all form information such as background image, field attributes, fonts, text size, formulas etc.).

Attention *aft-files are comparable with Word templates with the file extension "dot". You can alter form structures, field definitions and formulas in an aft-file whereas the* ***input of text or data*** *in a form is* ***only possible in an aff-file*** *[see* ***b)*** *below].*

b) Forms: aff-files (AnyForm Form)

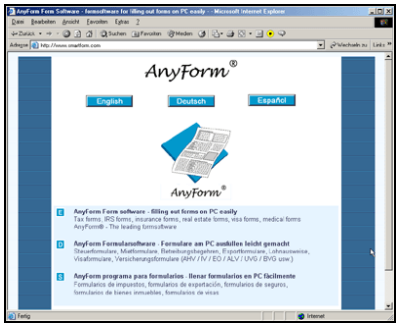
(**green** icon)

Each **form file** is based on a template file. When filling out a form [-> command: **File - New - AnyForm Form**] the program generates automatically an **aff-file** in order to avoid the erroneous overwriting of the template when saving the form.

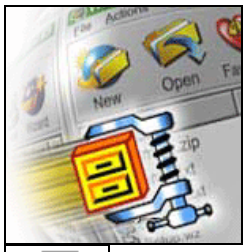
Attention *aff-files are comparable with Word documents with the file extension "doc". In an* ***aff-file*** *you fill out the form with text and other data.* ***Alterations of the form structure, field attributes and formulas are only possible within a aft-file*** *[see* ***a)*** *above]!*

2 Installing *AnyForm* form software

2.1 Installing software



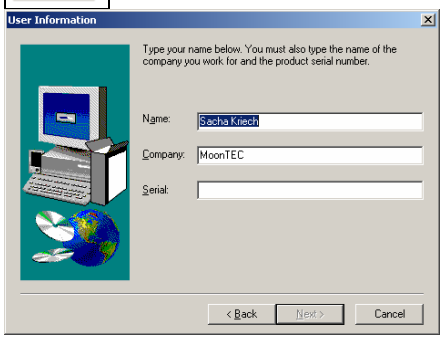
The program *AnyForm* form software can be downloaded from our homepage www.smartform.com.



The downloaded file is a zip-file. For unzipping you need the program WinZip (www.winzip.com).

Copy all files with the command "Extract" in a temporary subfolder on your hard disk.

Double click on the setup file "Setup.exe" in order to install automatically the program *AnyForm* form software.



You will get the **license number** (Serial-No.) for *AnyForm* form software electronically by Email.

Enter the 18-digits number without blank spaces.

Each acquired license applies to a single working place.

Attention When installing a demo version of *AnyForm* **form software** enter a 0 (=zero) instead of the 18-digits license code. You can evaluate the software for 30 days without any restrictions. The license code can be added later by choosing menu *Help/Enter License* or by completing the appropriate dialog whilst starting an expired demo version.

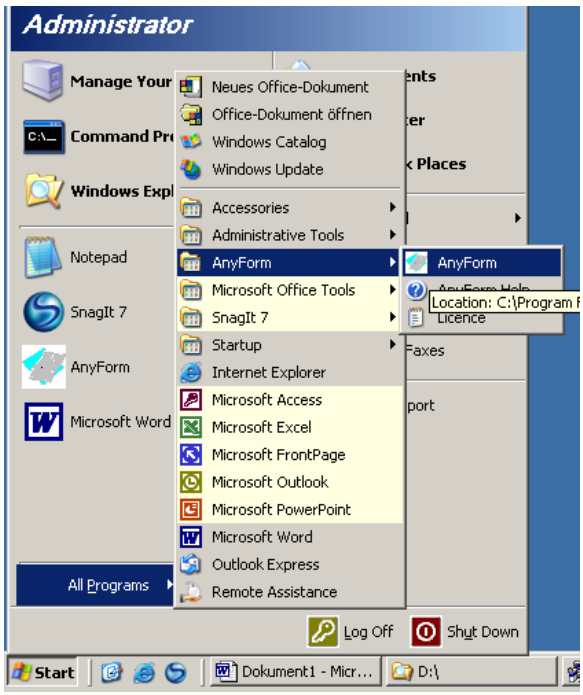
Tip ! Many templates for various classes of business and countries are available for free download on the website www.smartform.com.

www… *www.smartform.com* -> ***Free Forms***

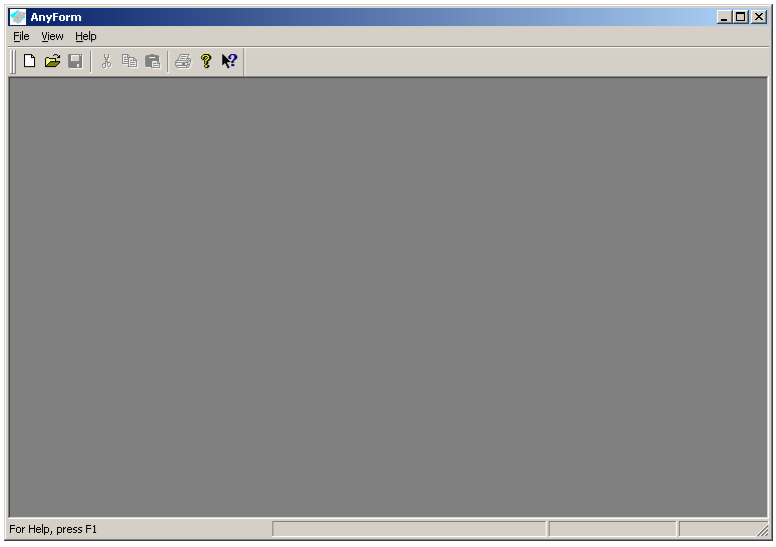
2.2 Starting *AnyForm* form software

Start the program *AnyForm* **Form software** by executing the following command in the Windows foot bar.

➢ **Start - Programs - AnyForm - AnyForm**



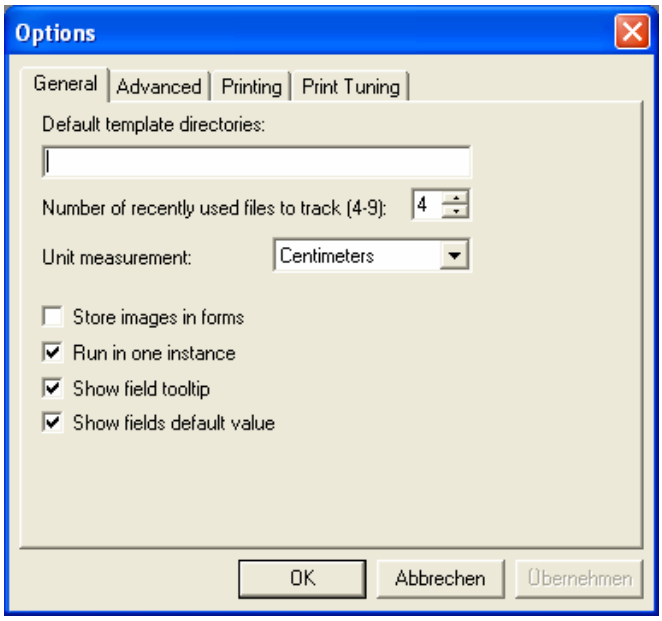
After loading *AnyForm* **form software** you can start to fill out the requested form on your PC (chapter 6, page 22)



3 General settings for *AnyForm* form software

On starting *AnyForm* form software the first time some adjustments of the settings have to be effected.

- **File – Options – General**



3.1 Default Template Directory

Assign the directory where to save your templates. On filling out new templates *AnyForm* suggests the correct default template directory.

Attention *Templates are files with the file extension "**aft**" (= **A**ny**F**orm **T**emplate)*

3.2 Number of recently used files to track

When setting on 9 the file menu shows the last 9 used files. Permitted are values from 4 to 9.
Recommendation: **[9].]**

3.3 Unit measurements

Choose the requested unit measurement (inches, centimeters, millimeters).

3.4 Store images in forms

Here you decide whether the data of a filled form (text, figures) is saved together with the background (scanned image) or not.
Recommendation: **do not cross**

3.5 Run in only one instance

Activating this option prevents starting the program *AnyForm* in several instances.

3.6 Show field ToolTip

On crossing this field you get an appropriate field information in the status bar.
Recommendation: **cross**

Example ext field: Field_1 (Text) Number field: Field_36 (Number)

3.7 Show fields default value

Text fields can by defined with a default value. By activating this option the default value will be displayed in the appropriate field whilst creating a form template.

4 Creating an *AnyForm* template

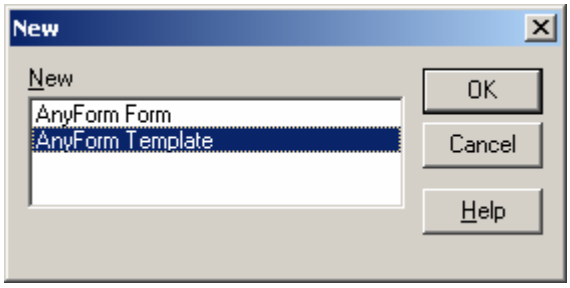
On principle there are two ways of creating a new template:

1. By scanning the requested original paper form (see chapter 4.1 below)
2. By importing a graphic file of the original paper form (see chapter 4.2 below)

4.1 Scanning the original paper form

Choose in the dialog box "AnyForm Template". A new AnyForm Template will be created as an empty page.

- **File – New**



- **File – Page Setup**

Important *It is important that you choose the same page size, e.g. A4 and the same format like Portrait or Landscape as in File/Print Setup.*

- **File – Summary Information**

Attention *As may be required you can save here a few information and notes regarding your template.*

- **Page – Select Source**

After having created the empty template the next step consists in scanning the image of the original paper form into the empty *AnyForm*template. Choose the correct image source, i.e. your scanner. Generally there is only one device mentioned on the list so that you must choose this device. If the list is empty or if an error message appears, it means that there is actually no scanner installed.

- **Page – Acquire**

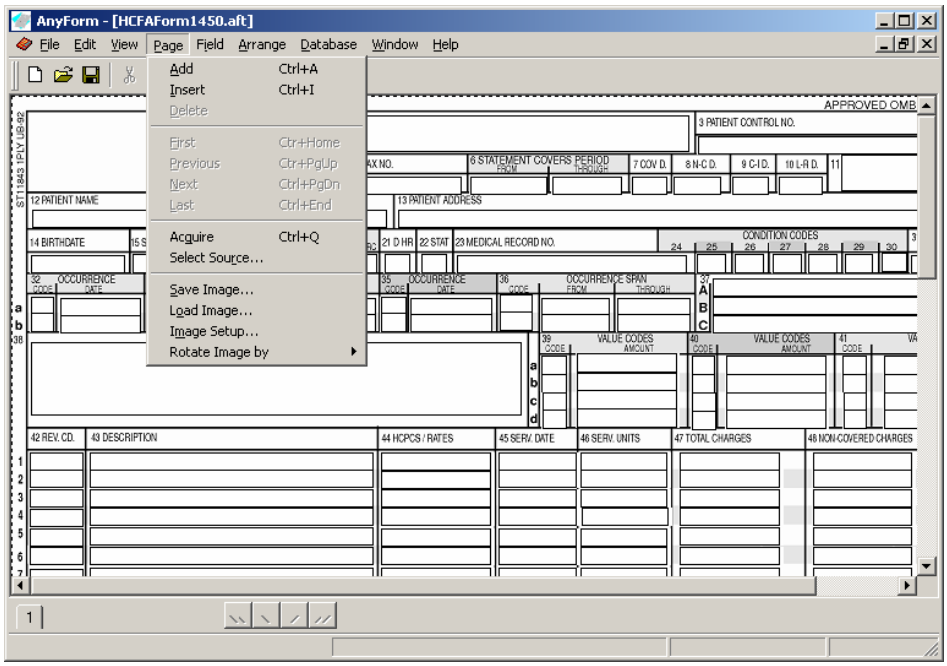
Now scan the desired original paper form with your scanner. The scanned page appears in the current page of the *AnyForm*template. While scanning pay attention to the following points:

1. If your scanner disposes of an automatic page feeding routine make sure that this routine is inactive and scan the pages manually!

2. The resolution and the color depth which you select will determine the size of the *AnyForm* Template substantially. In other words, the size of the file will change by square in proportion to the selected resolution. Normally a **resolution of 100 dpi** and a **"color"- depth of 256 grey scales** should do to get a well legible *AnyForm* Template of not bigger than 2MB per scanned form page.

➢ **Page – Add**

If you have already scanned one page of your original paper form, you can add with this command further pages of this form to your *AnyForm* Template. The last number plate at the bottom on the page bar indicates the current number of pages of your AnyForm Template.



➢ **Page – First**
➢ **Page – Previous**
➢ **Page – Next**
➢ **Page – Last**

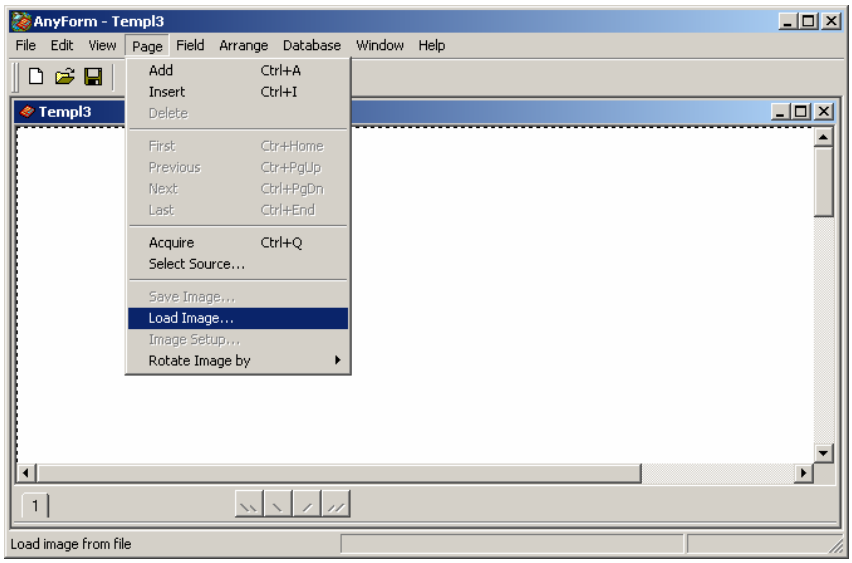
With these commands or by clicking on to the numbered plates at the bottom of the page bar you can select the desired page in your AnyForm Template.

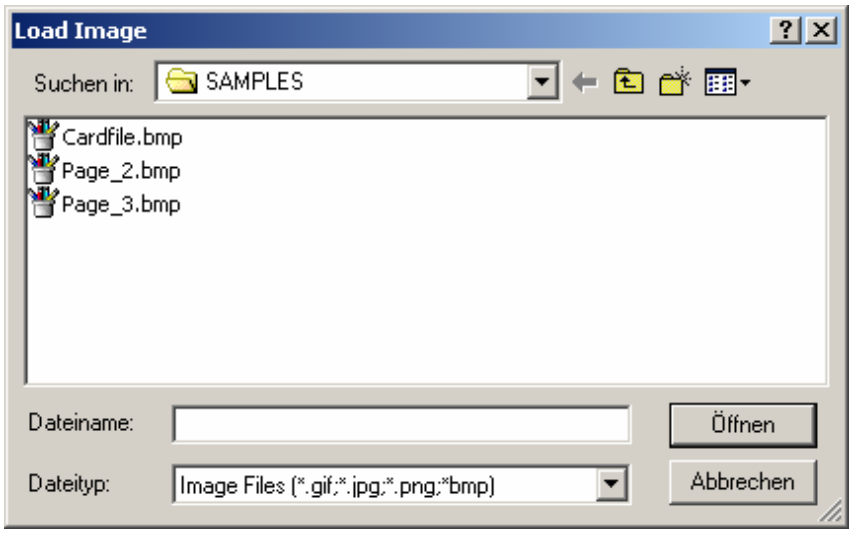
4.2 Importing graphical files into *AnyForm*

AnyForm allows the import of the following graphical file formats:

BMP, GIF, PNG, TGA or JPEG

➢ **Page – Load Image**





If you want to add further pages with imported graphics to your template:

➢ **Page – Add**

and again

➢ **Page – Load Image**

4.3 Defining form fields

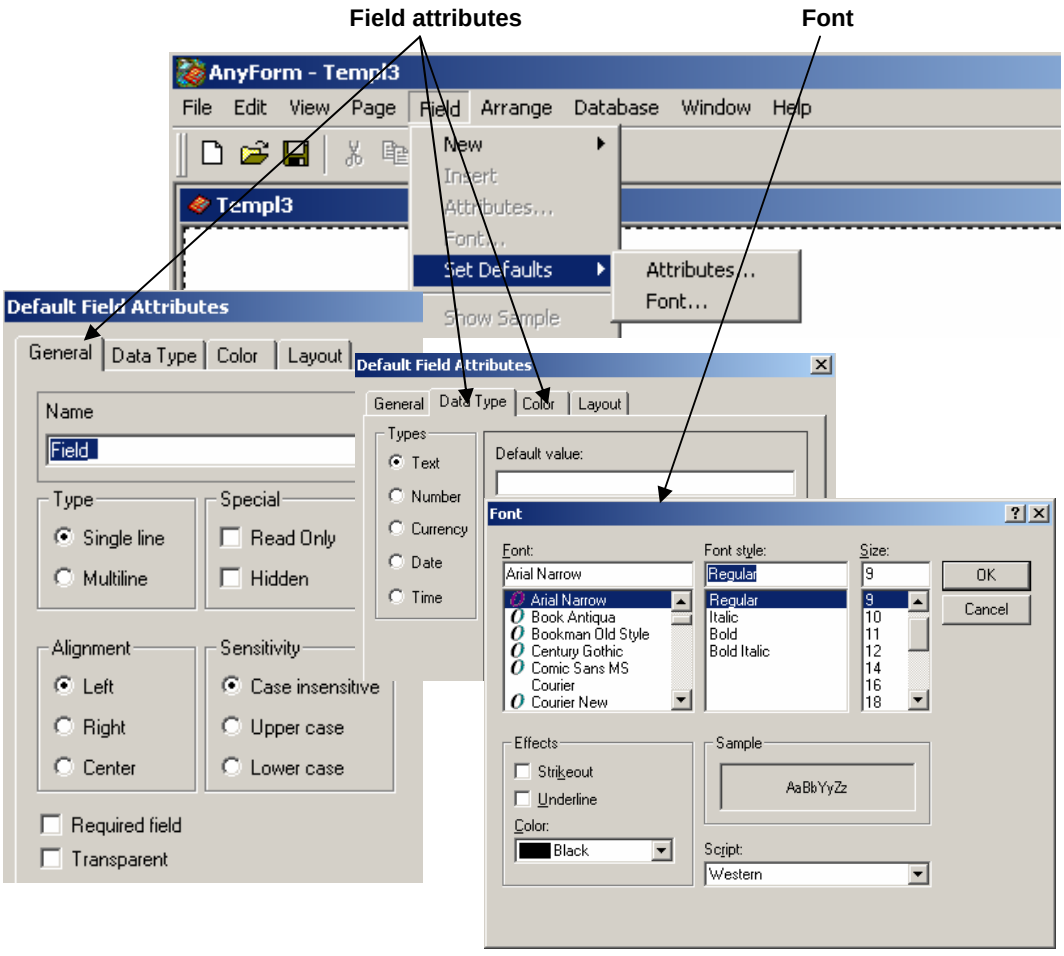
➢ **Field – New – Field** or **Field – New – Checkbox**

With this command you create and define as many fields or checkboxes as you may need to fill out your original paper form. Click on -> Field - New - Field or -> Field - New - Checkbox and drag the new field or checkbox with the mouse to the desired position in the *AnyForm* template and confirm the final position of the field or checkbox by clicking again on the left mouse key.

Important *Create the fields exactly in the chronological order in which you intend to fill out the fields of your original paper form afterwards (see section 9.8 below).*

➢ **Field – Set Defaults - Attributes**
➢ **Field – Set Defaults - Font**

With these commands you can determine the attributes and the fonts of any future field in advance.



➢ **Field – Attributes**

- **Field – Font**

These two commands allow you to determine the attributes and the font of a single field individually and regardless of the set defaults.

- **Field – Show Sample**

Activate this command by clicking the left mouse key to show the selected font and the selected attributes of the respective field(s), like text, number and date. This command serves as a control function, with which you immediately recognize whether the defined fields in the *AnyForm* template actually correspond with the requirements of your original paper form.

- **Field – Movement by Mouse**

Activate or deactivate this option to position your fields with movement of mouse. The turning off of this function prevents the unintentional movement of fields when activating the field with a mouse click.

- **Field - Tab Order**

This command calls a dialog field which allows changing the Tab order of existing fields. Highlight the field to be moved und press either *Up* or *Down*.

- **Edit - Copy**

Select the field which you want to copy by clicking the left mouse key (the selected field appears in yellow) and choose the **Copy** command. The selected field(s) will be copied with all set defaults resp. with all its defined attributes and font. This command is very useful for forms which have many identical fields or field groups.

- **Edit - Paste**

With the Paste Command the copied field(s) will be inserted in the *AnyForm* template with which you are actually working. With the left mouse key you can drag the copied field(s) exactly to the desired position in the *AnyForm* Template. By clicking the left mouse key again the new position of the field(s) will be fixed definitely. By using the four cursor keys you can move the selected field(s) up, down, to the left and to the right. Use the four cursor keys, if you want to drag the copied field(s) away from another field.

Attention

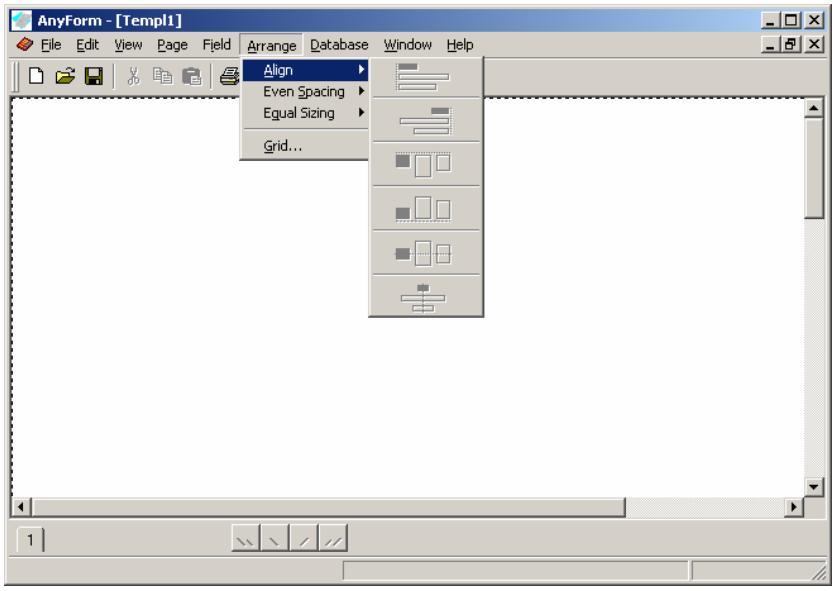
You can copy and paste various fields in one go. It is also possible to copy all fields of an AnyForm template and to paste them into another AnyForm template:

*Click on the **first** and the **last field** of the respective AnyForm template with the left mouse key by holding down the **SHIFT-key** at the same time.*

*If you want to copy only two or three fields at once click on the **first** and then on **the other field(s)** with the left mouse key by holding down the **CTRL-key** at the same time.*

- **Arrange - Align**

With this Command you can align the selected field(s) according to the reference field. The field which you click on at first will be the reference field (this field appears in yellow).

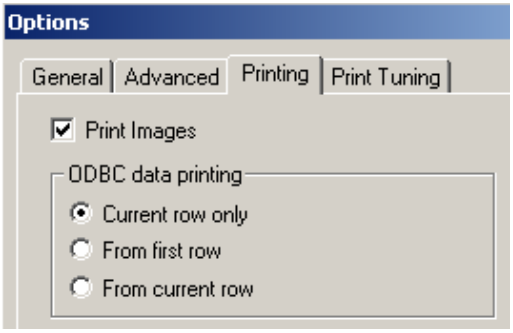


- **Arrange - Grid**

You can activate the gridline command by clicking „Grid" and by confirming with OK. The shown gridline facilitates a precise positioning of the fields in an AnyFormTemplate. Select an appropriate grid frame, i.e. > 1 dpi (since 1 dpi leads to a black surface only). We recommend a value between 4 and 24 dpi. Cross "Show Grid" or "Snap to Grid" in order show the grid resp. arrange the fields into the grid.

- **Field – Show Example**
- **File – Print Preview**

With the function **Show Example** together with the **Print Preview** command you can always recognize whether the fields which you have defined are big enough for the data quantity required by the original paper form. Moreover do not forget to select the Option **"Print Images"** in **File/Options/Printing** and to confirm it with **OK.** Otherwise the AnyFormTemplate will be printed out without the image of the original paper form.



Make sure by means of a test print, that the defined fields are big enough to take up the data quantity required by the original paper form. Only if this is the case, you will have an appropriate AnyForm Template, based on which you will be able to fill out and print out different data content as described in Chapter 6 and 7 of this User's Manual.

➢ **File – Options – Printing**

Activate or deactivate the option "Print images" with a click and confirm with OK.

➢ **File – Print**

Confirm with OK. The test form content will be printed out onto your copy of the original form. For the print fine tuning go to Chapter 8 (Print Adjusting).

Tip *As soon as you have ascertained the appropriate values for your PC working place, activate the option "Use identical settings for all images" with a click. By doing so, these values will be saved and from this moment on they will be automatically assigned to all AnyForm forms, which you create based on this specific AnyForm Template. Therefore no further print tuning in the AnyForm Form will be necessary.*

➢ **File – Save as**

With the **Save As** command the new *AnyForm* Template will be saved in the pre-selected file directory.

The file will be saved with the file extension "*.aft" (stands for **A**ny**F**orm **T**emplate).

Example *c:\AnyForm\Exportforms\Sample.aft*

➢ **File – Close**

Closes the *AnyForm* template file.

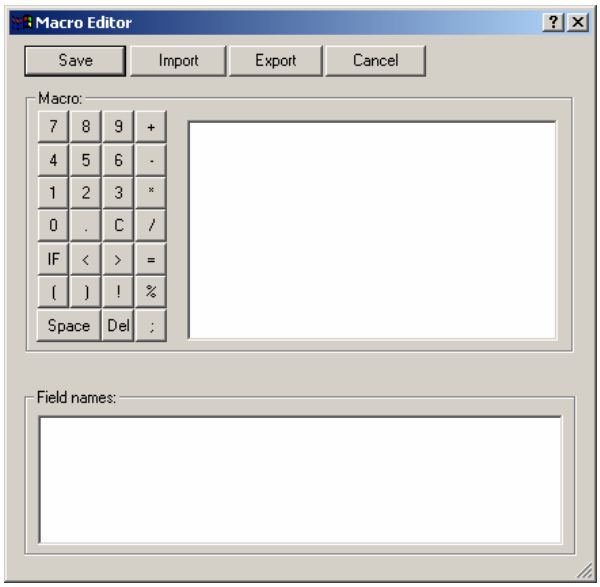
5 Calculating with and linking of fields

5.1 Calculation function

AnyFormallows you to **link** the fields you have defined before as per chapter 4.3 **numerically** (figures) or **alphanumerically** (text) with each other. Therefore you can include the fields of your template for your defined calculations. Note, that a formula is not only limited to one page of a form, but can include all number fields of a single AnyFormtemplate from its first - until its last page.
A formula, which consists of linking different number fields arithmetically together is called "Macro".

➢ **Field - Macro Editor**

Opens the dialog-box of the Macro-Editor with which links between different number-fields of an AnyFormtemplate can be defined. The below mentioned Commands are available in the Macro-Editor dialog-box



> Save Saves changes in the macro an exits the Macro-Editor dialog.

> Import Replaces the content of a macro by the content of a text file which can be selected by the **Import** command.

> Export Exports the content of a macro into a text file.

> Cancel Cancels all changes which have been made in the dialog box.

> Calculator With the calculator and the mouse figures und arithmetical functions can be edited. However, they can also be typed in with the respective keys of the keyboard.

> Macro The macro field allows the editing of the arithmetical links between the numerical fields.

> Field names In this area all numerical fields of an AnyForm template will appear.

Inserting a field:

With a double click on a specific field name this field name will be inserted into the macro right before the actual position of the cursor.

Example *Here an example for a valid macro:*

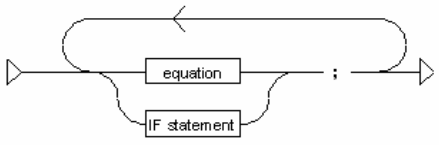
```
Field_1 = Field_2 + Field_3 + Field_4;
Field_5 = (Field_1 / 100) * Field_6;
Variable_1 = Field_4 - Field_3;
IF(Variable_1>0;Field_7 = Variable_1;Field_7);
```

The field names Field_1 to Field_7 are AnyForm field names (of course the field names can be named differently than Field_...). Variable_1 is a variable only to store temporarily a value in the macro.

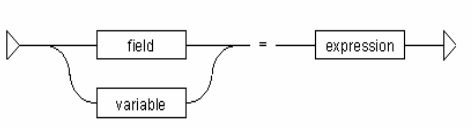
Attention *Formulas in AnyForm follow a strict pattern of rules. Please refer to the following chapter to get more details of the syntax rules.*

5.2 Syntax rules

Macro:

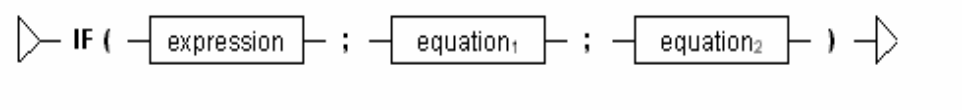


Equation:

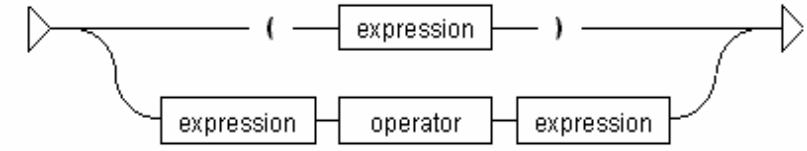


Attention

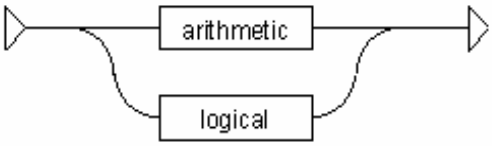
- ***Field:*** *AnyForm field name. See General Property page in Field Attributes.*
- ***Variable:*** *Any string as variable name which is not an Any-Form field name.*
- ***IF statement:*** *Equation1 is processed if expression is true (>0), else equation2.*



Expression:



Operator:



AnyForm knows two categories of operators:

- Arithmetic operators: [+], [-], [*], [/], [%], [(remainder)]
- Logic operators: [<], [>], [=], [!=]

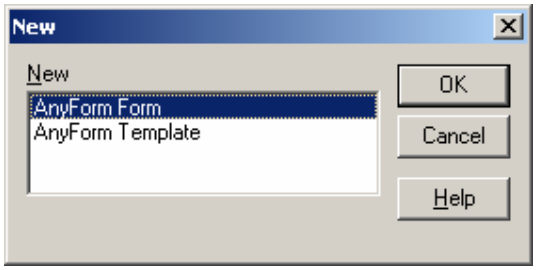
6 Filling out an *AnyForm*Form

The following description demonstrates how to fill out a form on your PC.

6.1 Filling in a new form

For filling out a new form based on an existing template choose the following command.

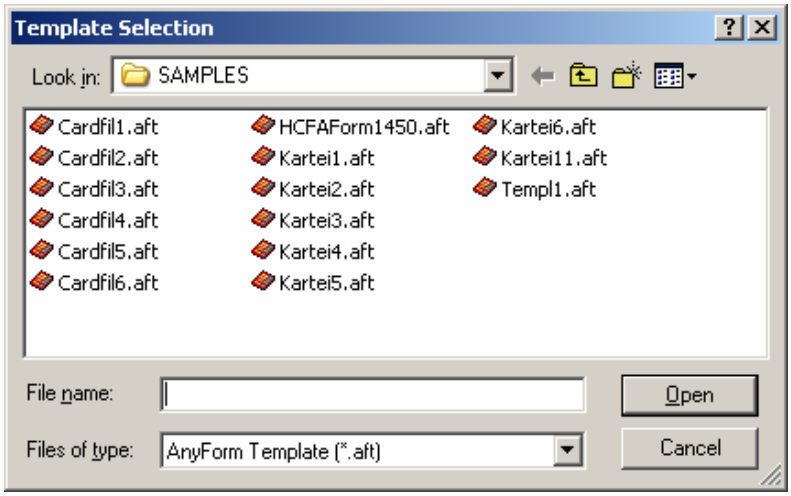
➢ **File– New – AnyForm Form**



Tip ! Alternatively click the icon in the icon list or type the shortcut [Control] + [N] on your keyboard

6.2 Choosing the requested template (aft-file)

Select the corresponding AnyForm template where you wand to fill out your data.



6.3 Filling in the fields

The selected form template appears as background picture. Now you can start to fill it out. Click into the first field and enter your data.

Tip ! *With the **Tab-Key** you also reach the first field.*

The following field types are available:

- **Text**
- **Checkbox**
- **Date**
- **Number**
- **Currency**
- **Time and Formulas** (predefined; e.g. for sums).

Attention *List of **function-keys**:*

- With the **Tab-Key** you will jump form field to field.

- By holding down the **Shift-Key** and pressing the **Tab-Key** at the same time you will jump back the previous field.

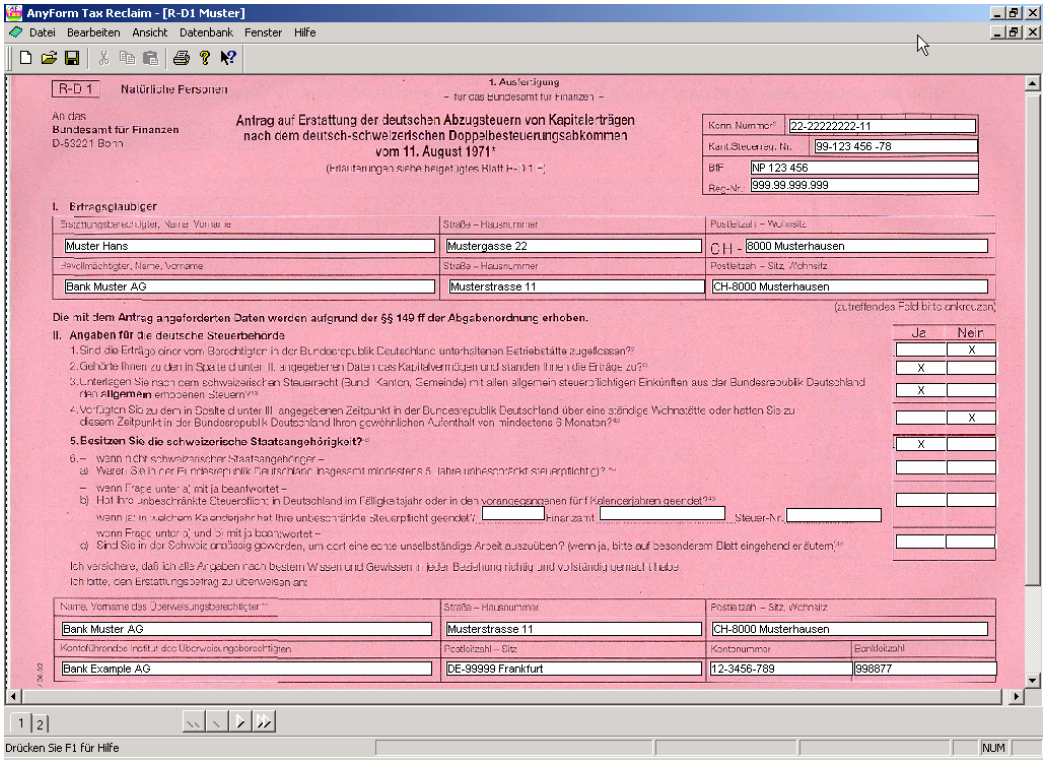
- By holding down the **Ctrl-Key** and pressing the **Tab-Key** at the same time you enforce a tab jump within a field.

- With the **Enter-Key** you will jump to a new line in a multiline field.

All fields can also be reached with a mouse click.

6.4 Example of a filled form

The following picture shows a form filled out on your PC.



6.5 Change page

To change the page within a double sided or multi sided form click on the appropriate **page number** in the status bar.

Alternative: Click the icons [**>**] und [**>>**] resp. [**<**] und [**<<**] to change to another page.

6.6 Controlling the input on screen

After filling out all fields on your PC we recommend an optical control of the content on the screen. Therewith you avoid false or missing data input before the printout on the original paper form.

6.7 Saving data of a form

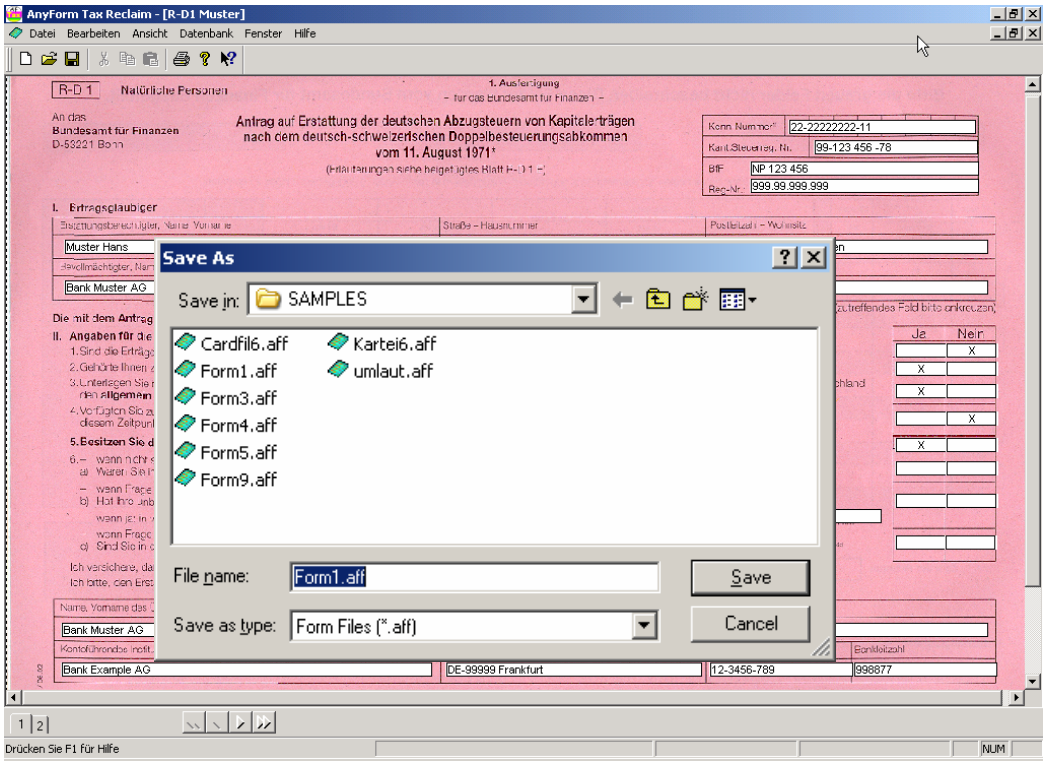
Now save the new *AnyForm* file preferably in the same directory as the corresponding template. That way you make sure that by opening the form, *AnyForm* will find the background image of the appropriate template.

➢ **File – Save as**

Saving the form with a new file name

➢ **File – Save**

Saving the form with the equal file name



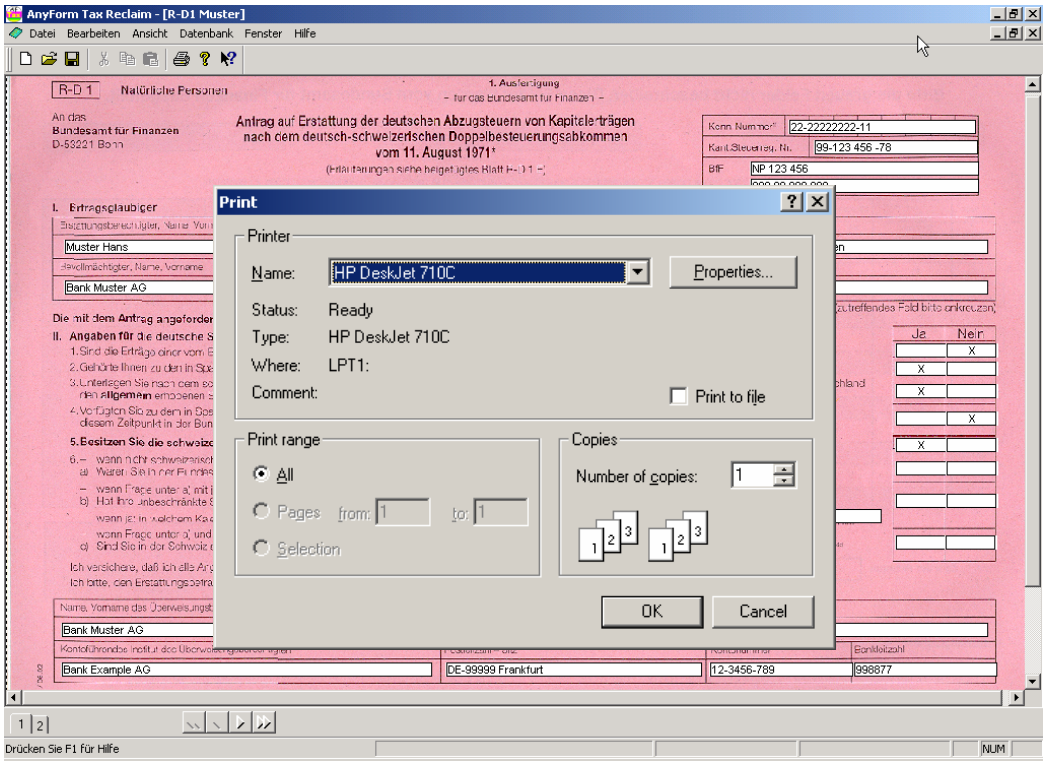
7 Printing your data

7.1 Printing the content of a form on to the original form

There are different possibilities to print out a document with *AnyForm* form software. Mostly you will print only the content of a form onto the original paper form without the background image, e.g. without the content of the template.

To get a valuable or legal document you have to feed your printer only with the **original paper form**.

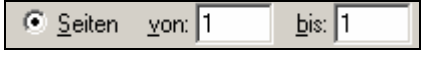
➢ **File – Print**



When printing the content of a form onto an original paper form you have to print each page individually (Exception: Printers with a duplex unity for double sided printing).

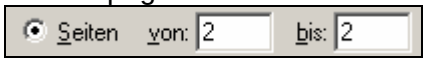
a) Printing front side

Feed the printer with the original paper form in that way to print onto the front side. Proceed with the print command for the first page.



b) Printing back side

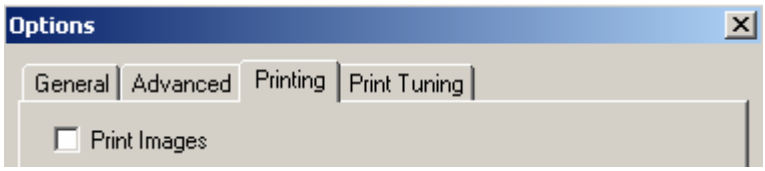
After printing the front side, feed the printer again with the original paper form but this time to print on the back side. Proceed with the print command for second page.



Tip ! *Until you are familiar enough with AnyForm form software we suggest printing your document initially on blank paper. Put the printed document onto the original paper form and hold it towards a light source. Therewith you can easily control if all fields are filled out and if the fields correspond with the position on the original.*

Important *Make sure that you have **deactivated** the option "Print Image" while printing onto the original paper form.*

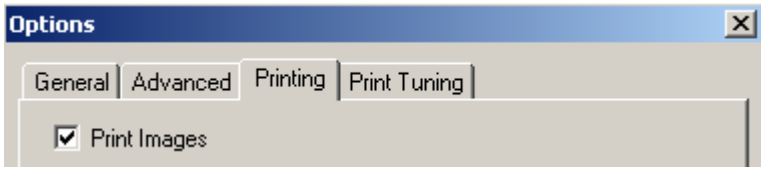
➢ **File – Options – Printing**



7.2 Printing form content with the scanned image on blank paper sheet

If for internal purposes you want to print a filled form together with the background image, you have to **activate** the option "Print Image".

➢ **File – Options – Printing**

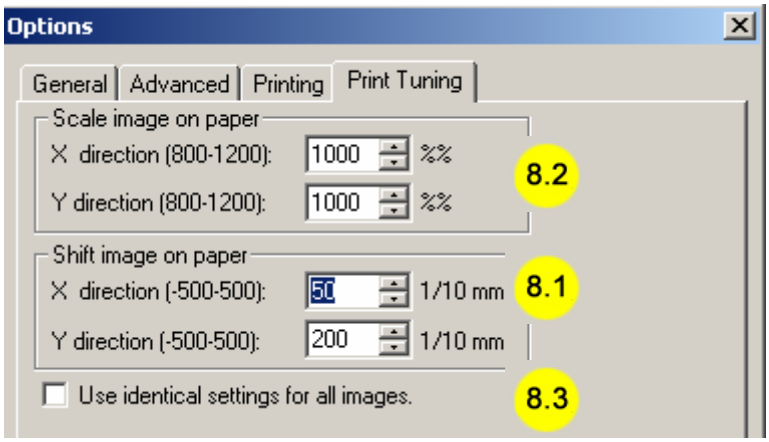


Attention *The quality of such a printed document never matches with that one of the original paper form. This mostly, because of the different resolution of the background image.*

8 Print adjusting

You have to adjust the printing settings if the printed content does not match accurately with the original paper form.

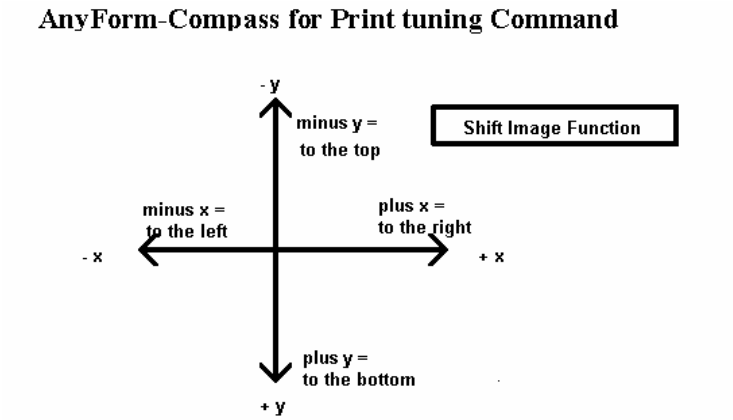
➢ **File – Options – Print Tuning**



8.1 Shifted printing – „Shift image on paper"

Only change the values for "Shift image on paper" if the printout is shifted in comparison with the original paper form.

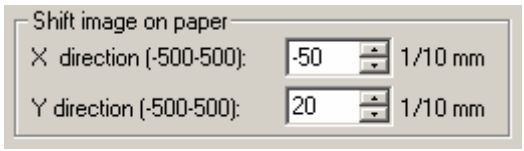
Attention **1 mm = 10 points** on the x-/y-scale



Example The printout is 5 mm too much right and 2 mm to much up.

1. aim: 5 mm to the left ➔ **Correction direction X: (-) 50**

2. aim: 2 mm downwards ➔ **Correction direction Y: (+) 20**



8.2 Distorted printing – „Scale image on paper

If your printout is correctly positioned in the upper section but distorted in the lower section on the original paper form you can adjust the template with the function "**Scale image on paper**". The default values are set on 1000 ‰ (per mille).

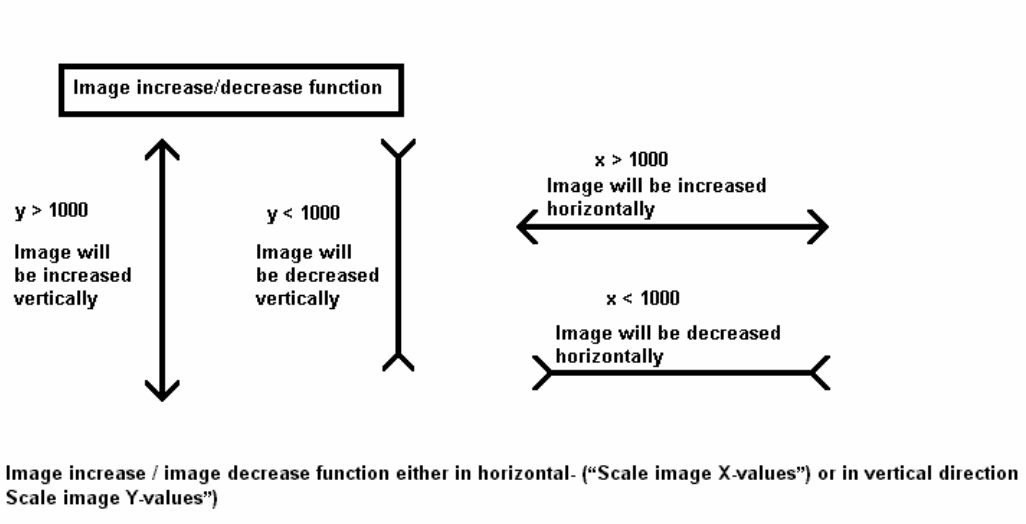


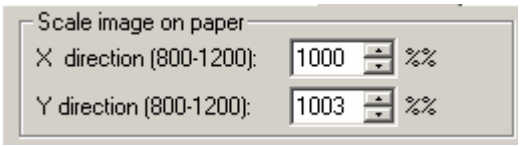
Image increase / image decrease function either in horizontal- ("Scale image X-values") or in vertical direction Scale image Y-values")

Measure the distortion at the lower page bottom in mm.

Attention **Correction**: approx. **3 points per mm**

Example The printout appears 1 mm **shorter** than the original paper form.

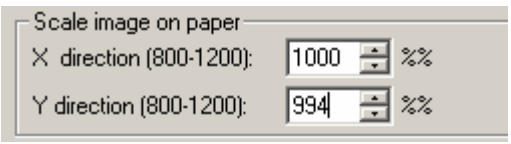
Aim:
Change the vertical axe by increasing the value by 1 mm.



Correction:
Direction Y: **Value 1003 ‰** (instead of 1000 ‰)

Example The printout appears 2 mm **longer** than the original paper form.

Aim:
Change the vertical axe by decreasing the value by 2 mm.



Correction:
Direction Y: **Value 994 ‰** (instead of 1000 ‰)

8.3 Function „Use identical settings for all images“

If you do not cross this field, all adjustments made under chapter 8.1 and 8.2 will apply only to the **actual** file.

If you do cross this field, all adjustments apply generally to **all** files.

9 Adapting templates

In this chapter we describe how to change existing templates.

9.1 Change Font and Font Size

➢ **File – Open**

Select in the dialog box "Template files (*.aft)" und double click on the appropriate file ➔ mark the requested field or requested fields with a left mouse click ➔ choose menu

➢ **Field – Font**

Select the requested font and font size ➔ click OK ➔ save the file.

Tip ! *You can select various fields in one go. To select several fields at once click on the first and then on the other field(s) with the left mouse key by holding down the Ctrl-Key at the same time. To select all fields of a template click on the first and the last field with the left mouse key by holding down the Shift-Key at the same time.*

Tip ! *By activating the function "Show Sample" in the field menu you will see the result of your alterations.*

9.2 Change Field Attributes

If you want to change for example a text field or a date field into a number field or you prefer to have a right instead of a left alignment of the field content proceed as follows:

➢ **File – Open**

Select in the dialog box "Template files (*.aft)" und double click on the appropriate file ➔ mark the requested field or requested fields with a left mouse click ➔ choose menu

➢ **Field – Attributes**

Select the requested register "General" or "Data Type" ➔ enter the appropriate amendments ➔ click OK ➔ save the file.

9.3 Activate the option "Current Date" in a date field

If you want to fill out a date field in your form automatically with the actual date, proceed as follows:

- **File – Open**

Select in the dialog box "Template files (*.aft)" und double click on the appropriate file ➔ mark the requested field with a left mouse click ➔ choose menu

- **Field – Attributes**

Select the register "Data Type" ➔ activate the box "Current Date" ➔ click OK ➔ save the file.

9.4 Automatic input in a text field, e.g. recipient address

- **File – Open**

Select in the dialog box "Template files (*.aft)" und double click on the appropriate file ➔ mark the requested field with a left mouse click ➔ choose menu

- **Field – Attributes**

Select the register "Data Type" ➔ select "Text" ➔ enter the requested text in the field below the description "Default Value" ➔ click OK ➔ save the file.

9.5 Create template without predefined macro formulas

- **File – Open**

Select in the dialog box "Template files (*.aft)" und double click on the appropriate file ➔ mark the requested field with a left mouse click ➔ choose menu

- **Field – Macro Editor**

Delete all entries in the upper field of the macro editor ➔ click OK ➔ save the file with a new file name.

9.6 Changing of macro formulas

To change calculations or text field links in the macro editor of a template refer to the help file, topic „Templates" ➔ „Menus" ➔ „Field Menu" ➔ link „Macro Editor".

9.7 Deleting fields in a template

➢ **File – Open**

Select in the dialog box "Template files (*.aft)" und double click on the appropriate file ➔ mark the requested field with a left mouse click ➔ press the "Delete button ➔ save the file.

9.8 Integrating additional fields in a template

➢ **File – Open**

Select in the dialog box "Template files (*.aft)" und double click on the appropriate file ➔ mark the field **before** which you want to insert the new field with a left mouse click ➔ choose menu

➢ **Field – Insert**

Use the mouse for the initial positioning of the field ➔ save the file.

➢ **Field - Tab Order**

After inserting or creating fields, the requested tab order to jump from one field to the other may be incorrect. This command calls a dialog field which allows changing the Tab order of existing fields. Highlight the field to be moved und press either *Up* or *Down*.

Important *Note the difference between the functions "Insert" and "New". When creating a field with the function "New" it will be the last field to fill in while using the Tab-Key to jump from one field to the other whereas the function "Insert" makes sure that you jump to the new field just **before** the marked field.*

Tip ! *If you do not find an answer to your question, refer to the **Help** Menu or **FAQ** (chapter 10.3).*

10 Using ODBC with AnyForm

This chapter describes how to import information of external data sources (Excel files, Access databases) into AnyForm fields by means of ODBC.

Open Database Connectivity (ODBC) is an interface for applications (API) which allows applications an access to many different database management systems.

ODBC must be installed on your PC in order to use the external data sources. ODBC is not automatically installed with AnyForm however in most cases it will be installed with Microsoft Office. Start AnyForm and open a form or a template. If the menu "Database/Data Source" is active (not grey), ODBC is already installed on your PC. Otherwise you have to install ODBC from the AnyForm CD if you want to use this function. Start "setup.exe" in the root of the AnyForm CD und select "Install ODBC".

A data link with ODBC can be defined for an AnyForm template (AnyForm Template, *.aft) or an AnyForm form (AnyForm Form, *.aff). After connecting an AnyForm template, the data source is available for all forms based on this template.

10.1 Preparing Excel Workbook as ODBC Data Source

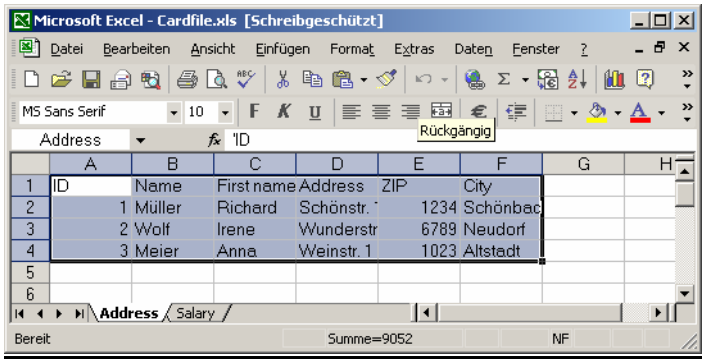
Only one Excel file per AnyForm template or AnyForm form (but several worksheets) can be used as data source. We recommend creating all tables (cell regions as per 10.1.3) in one workbook.

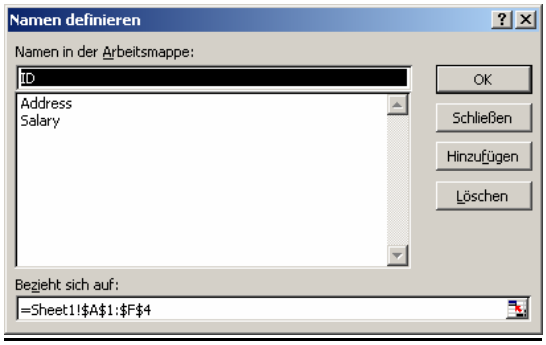
You must perform the following actions to make available parts of an Excel workbook as ODBC data source:

10.1.1 Create the desired tables as a region of columns and rows. The first row holds the names of the AnyForm fields, the other columns the database records.

10.1.2 Select the cell region created above (field names and data records).

10.1.3 Assign a name to the selected region in the menu "Insert/Name/Define". When importing data the assigned name will act as database table name. You will find the sample file "Cardfile.xls" in the directory "Programs/Smartform/AnyForm/Samples" which contains regions "Address" in table1 and "Salary" in table2.





10.1.4 Repeat these steps for all tables (cell regions) you want to use in AnyForm.

10.1.5 Save the Excel worksheet.

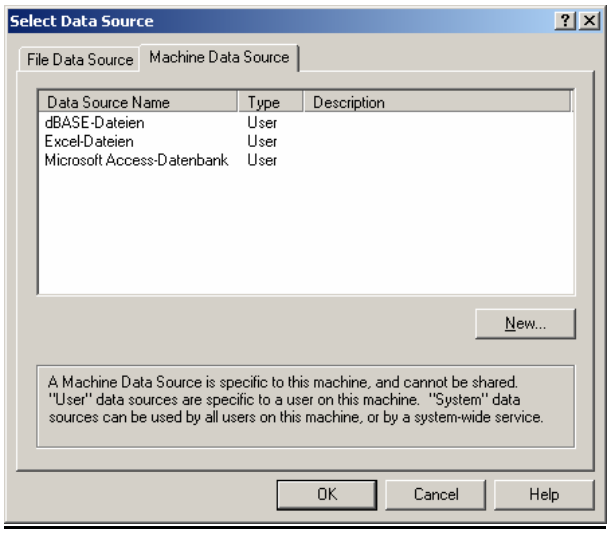
Now return to AnyFormin order to link the template or form with the Excel worksheet as data source. To do this, proceed as follows:

10.1.6 Open or create an AnyFormtemplate or AnyFormform. In our example we create a form based on the template "cardfil3.aft".

10.1.7 Remove an eventually existing data source with the command "Database/Remove Datasource".

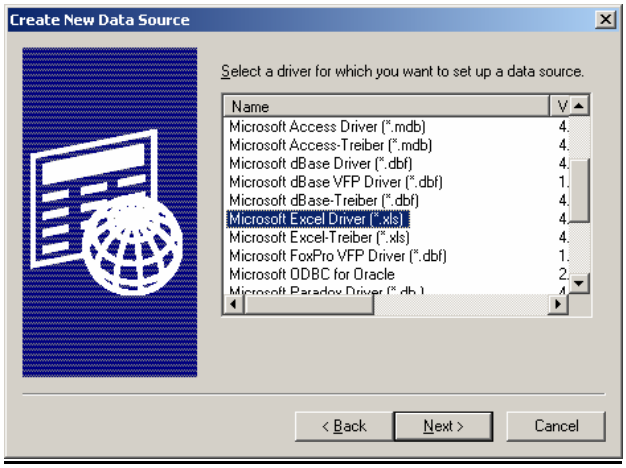
10.1.8 Select command "Database/Datasource".

10.1.9 In the dialog "Select Datasource" activate "Computer Datasources". Click on the command button "New".

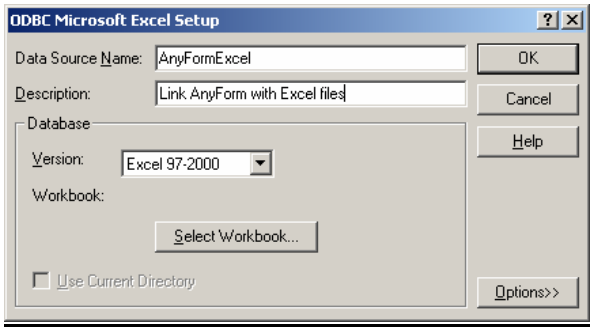


10.1.10 In the "Add Datasource" dialog select the option" User Datasource" und click "Continue".

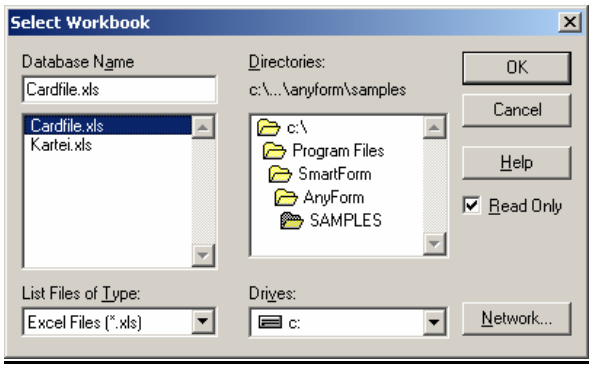
10.1.11 Select "Microsoft Excel Driver (.xls)" and click "Continue" and "Finish".


Create New Data Source
Select a driver for which you want to set up a data source.
Name
Microsoft Access Driver (*.mdb)
Microsoft Access-Treiber (*.mdb)
Microsoft dBase Driver (*.dbf)
Microsoft dBase VFP Driver (*.dbf)
Microsoft dBase-Treiber (*.dbf)
Microsoft Excel Driver (*.xls)
Microsoft Excel-Treiber (*.xls)
Microsoft FoxPro VFP Driver (*.dbf)
Microsoft ODBC for Oracle
< Back
Next >
Cancel

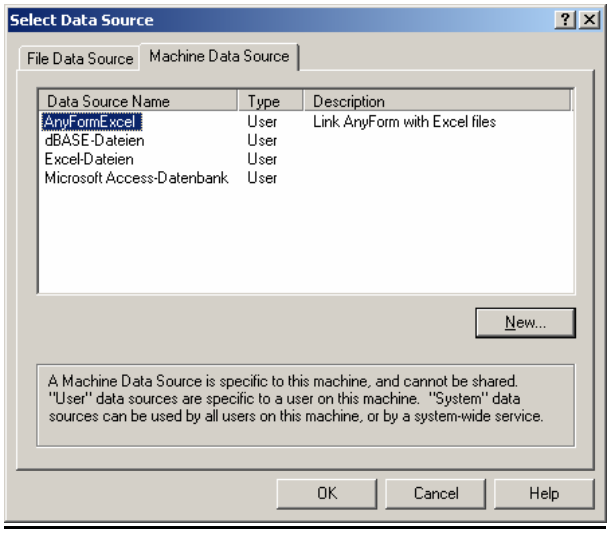
10.1.12 In the "ODBC Microsoft Excel Setup" dialog assign a name for this new Datasource (e.g. AnyFormExcel) and optionally add a description.



10.1.13 In the same dialog select "Select Workbook" and enter the name of the above created Excel Workbook in the field "Database", in our example "Cardfile.xls". The file name can be browsed by means of the list fields "Drive" and "Directory". Press OK.



10.1.14 The dialog "Select Datasources" appears again. Select the new created datasource (Example: AnyFormExcel) und click OK.

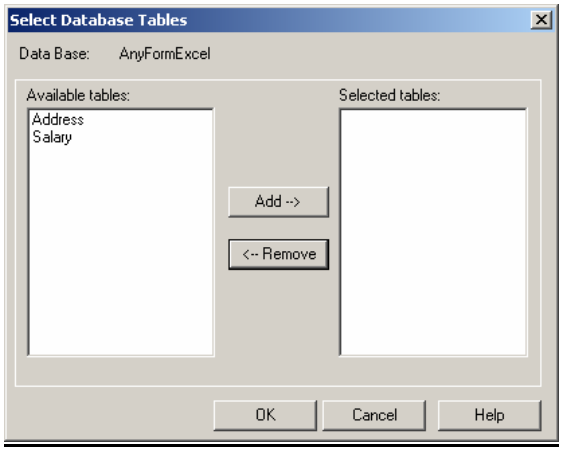


Attention Alternatively you can create datasources with "Start/Control Panel/Administration/Datasources (ODBC)". Use this panel to remove or change datasources.

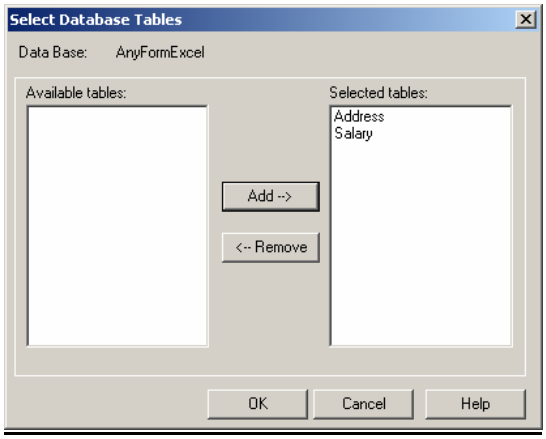
The configuration of datasources may be different from the above said, depending on the ODBC version installed on your system.

Now we will allocate the created database tables (Excel cell regions) to the opened *AnyForm* form.

10.1.15 Select command "Database/Select Tables". In the dialog box the list field "Available tables" now contains the database tables "Address" and "Salary" created above (chapter 10.1.3 and 10.1.4).



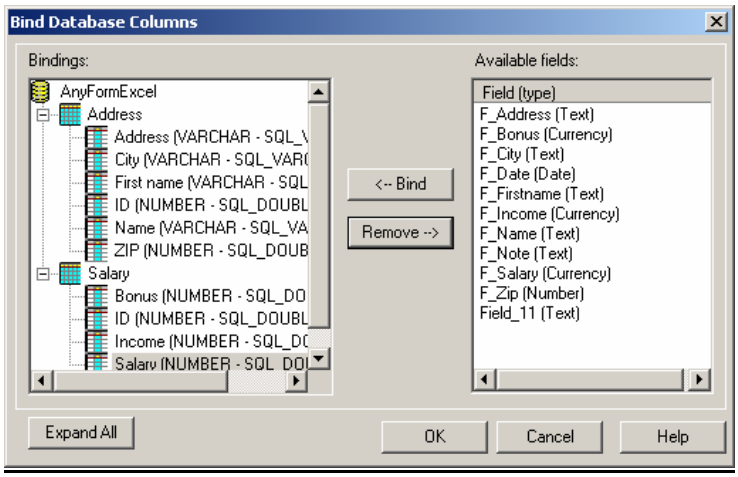
10.1.16 Highlight the required database tables and add them to the list field "Selected tables" by pressing the "Add button". Add both tables "Address and "Salary" for our example. Click OK.



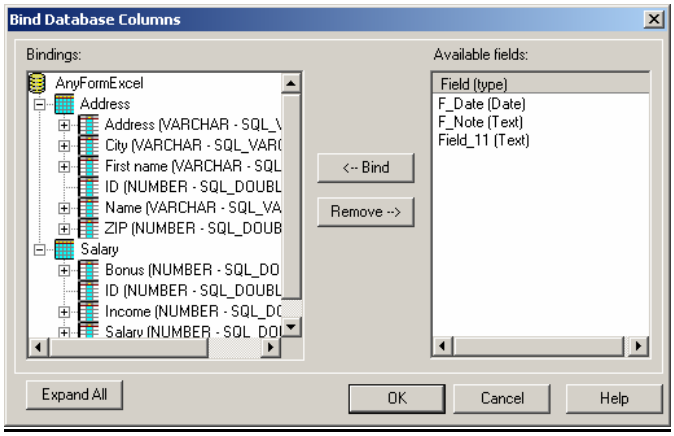
Finally we have to connect the table columns with the fields on the *AnyForm* template resp. *AnyForm* form.

10.1.17 Select "Database/Bind Columns.

10.1.18 In the dialog box "Bind Database Columns/Bindings" you see the imported tables with their fields. The list "Available fields" contains all fields defined in your *AnyForm* template or *AnyForm* form.



10.1.19 Highlight the fields to be bound in both lists and press the "Bind" button. The available AnyForm fields will be linked to the corresponding field of the imported table. Repeat this step for all required *AnyForm* fields. In our example we would bind all fields except "F_Date", "Field_11 and "F_Note". The same way you can unbind fields by pressing the "Remove" button. After binding all necessary fields click OK.



We have now completed all necessary steps for an ODBC connection. To import the data from our Excel Workbook remains just a last step.

Important *Please note that a Query Execution is only available for an AnyForm form whereas the definition of an ODBC link can be created either in an AnyForm form or in an AnyForm template.*

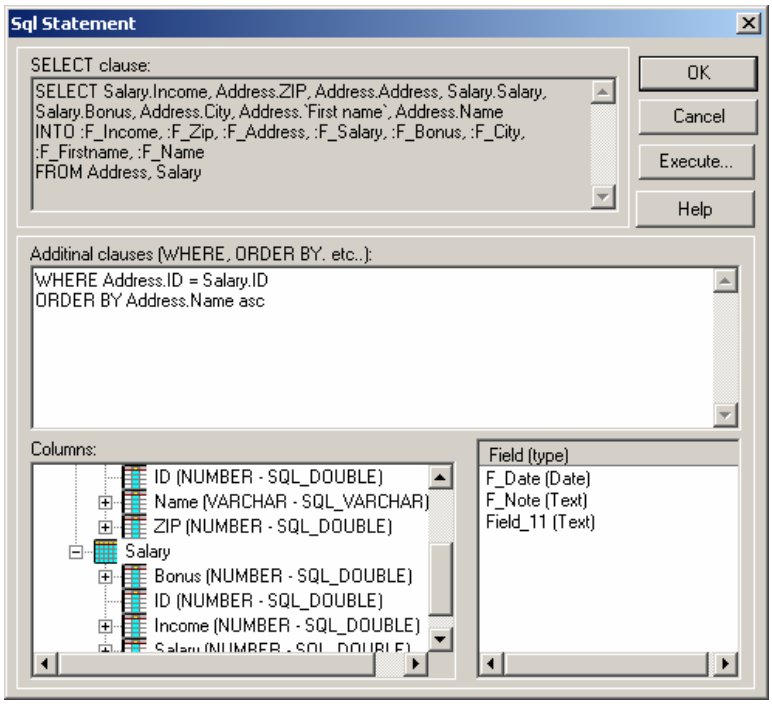
10.1.20 Select "Database/Execute Query". This command is only available for an AnyForm form. The data of the selected database tables (cell regions of the Excel Workbook) will be imported in your AnyForm form. At the same time the tool bar will be completed by the database icons in order to page through the different records.

10.1.21 In order to print out all data records choose the ODBC printing option "From first row" in the menu "File/Options/Printing.

Advanced users select the command "Database/Sql Statement" in order to check the created query in SQL context. You can write your own filter here to select a subset of the database record if you are familiar with SQL (WHERE, ORDER BY, SORT BY etc.). In our rather complex example with two database tables and a result of 9 instead of 3 records we have to define a relation between the two database tables "Address" and "Salary". As both tables contain the identical field "ID" we use the SQL clause *WHERE Address.ID = Salary.ID* in order to create a correct relation. Use the drag and drop method to copy the field names into your SQL clauses. Check the results of your SQL clauses by pressing the button "Execute" or with the command "Database/Execute Query".

If your datasource contains only one database table there is no need to use the WHERE clause to link the tables. However the clause can be used as a filter for data records. With the SQL clause *WHERE Address.ID = Salary.ID and Salary.Salary > 110000* you only import records for persons with a salary above 110000.

Use the SQL clause *ORDER BY Address.name asc* in order to sort your record alphabetically.



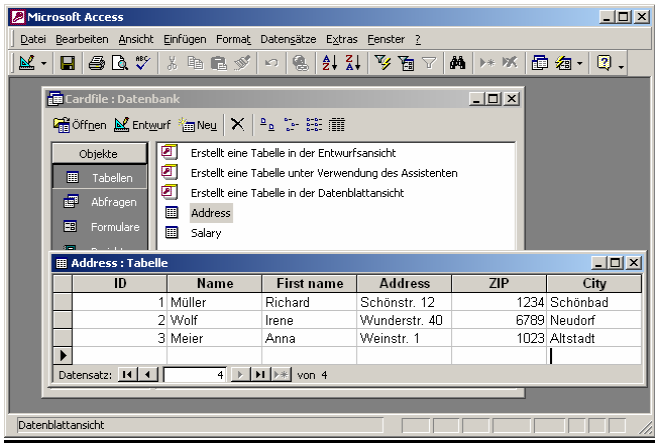
These are only a few simple examples to refine your query with SQL. Other possibilities for selecting, filtering and sorting are available for a SQL expert. Refer to the SQL manuals for further information.

10.2 Preparing Access Database as ODBC Source

Only one Access Database per AnyFormtemplate or AnyFormform (but several tables) can be used as data source. We recommend creating all tables in the same access database file.

You must perform the following actions to make available parts of an access database as ODBC data source.

10.2.1 Create the desired access tables as shown in the example below. Preferably use identical fields names as defined in AnyForm. The assigned names of your access tables act as database table name when importing into AnyForm, in our example "Address" and "Salary".



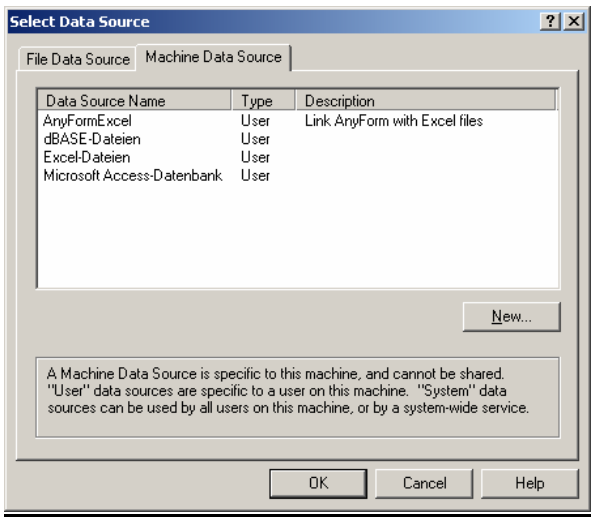
Now return to AnyForm in order to link the template or the form with the access database as datasource. To do this proceed as follows:

10.2.2 Open or create an *AnyForm* template or an *AnyForm* form. In our example we create a form based on the template "cardfile3.aft".

10.2.3 Remove an eventually existing data source with the command "Database/Remove Datasource".

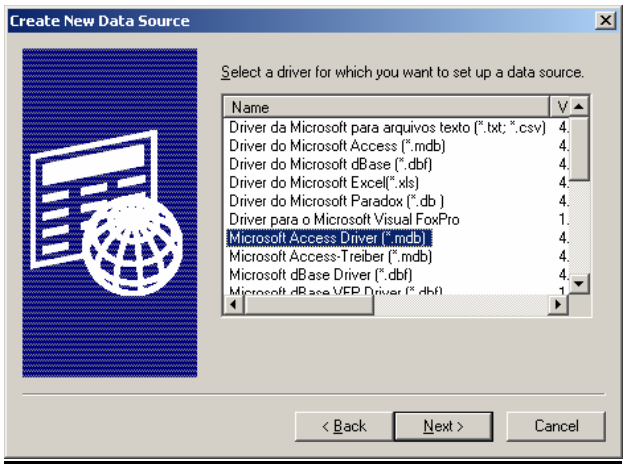
10.2.4 Select command "Database/Datasource".

10.2.5 In the dialog "Select Datasource" activate "Computer Datasources". Click on the command button "New".

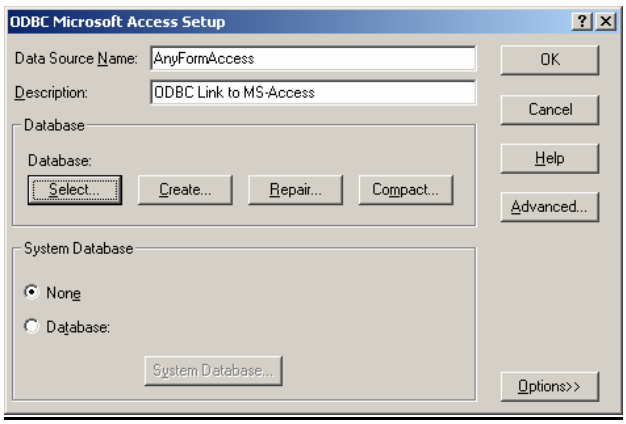

Select Data Source
File Data Source
Machine Data Source
Data Source Name Type Description
AnyFormExcel User Link AnyForm with Excel files
dBASE-Dateien User
Excel-Dateien User
Microsoft Access-Datenbank User
New...
A Machine Data Source is specific to this machine, and cannot be shared.
"User" data sources are specific to a user on this machine. "System" data sources can be used by all users on this machine, or by a system-wide service.
OK
Cancel
Help

10.2.6 In the "Add Datasource" dialog select the option "User Datasource" and click "Continue".

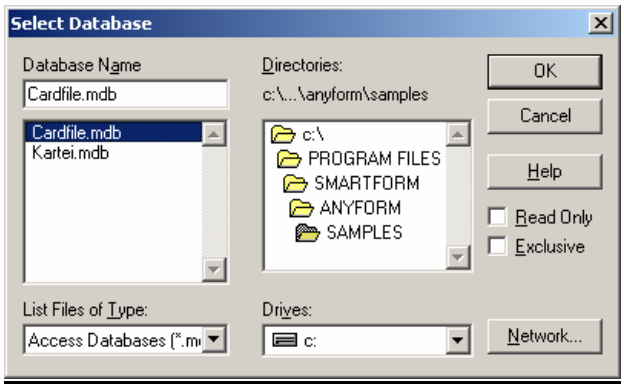
10.2.7 Select "Microsoft Access Driver (*.mdb) and click "Continue" and "Finish".


Create New Data Source
Select a driver for which you want to set up a data source.
Name
Driver da Microsoft para arquivos texto (*.txt; *.csv)
Driver do Microsoft Access (*.mdb)
Driver do Microsoft dBase (*.dbf)
Driver do Microsoft Excel(*.xls)
Driver do Microsoft Paradox (*.db)
Driver para o Microsoft Visual FoxPro
Microsoft Access Driver (*.mdb)
Microsoft Access-Treiber (*.mdb)
Microsoft dBase Driver (*.dbf)
< Back
Next >
Cancel

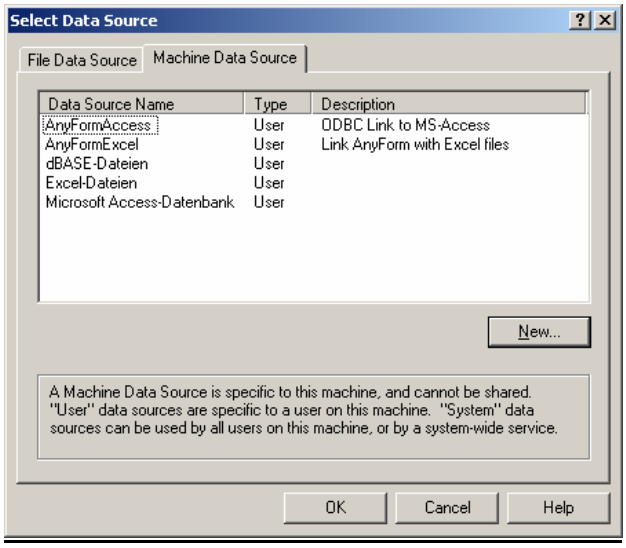
10.2.8 In the "ODBC Microsoft Access Setup" dialog assign a name for this new datasource (e.g. AnyFormAccess) and optionally add a description.



10.2.9 In the same dialog press "Select" and enter the name of the above created Access database file, in our example "Cardfile.mdb". The filename can be browsed by means of the list fields "Drive" and "Directory". Press OK.



10.2.10 The dialog box "Select Datasources" appears again. Select the new created datasource (example: AnyFormAccess) and click OK.

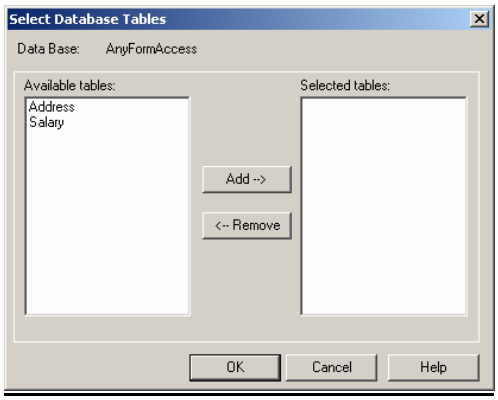


Attention Alternatively you can create datasources with "Start/Control Panel/Administration/Datasources (ODBC)". Use this panel to remove or change datasources.

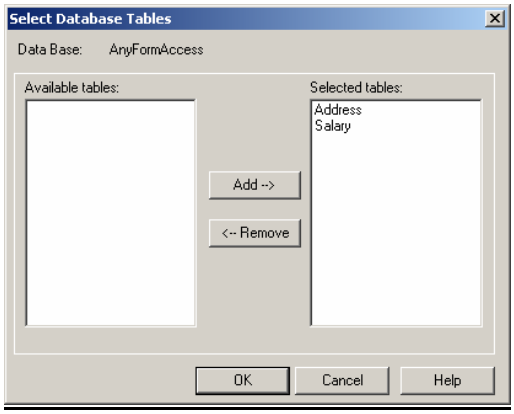
The configuration of datasources may be different from the above said, depending on the ODBC version installed on your system.

Now we will allocate the created Access tables to the opened *AnyForm* form.

10.2.11 Select command "Database/Select Tables". In the dialog box the list field "Available tables" now contains the database tables "Address" and "Salary" created above (chapter 10.2.1).



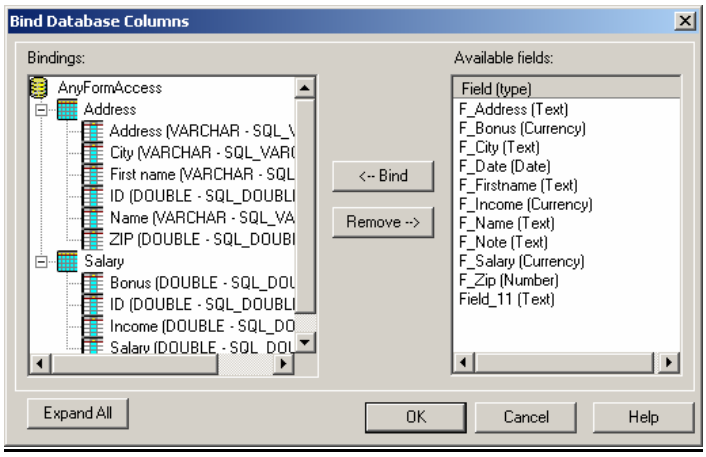
10.2.12 Highlight the required database tables an add them to the list field "Selected tables" by pressing the "Add" button. Add both tables "Address" and "Salary" for our example. Click OK.



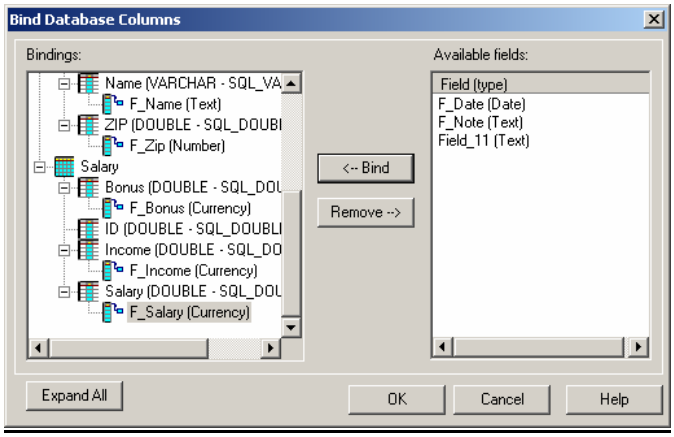
Finally we have to connect the table columns with the fields on the *AnyForm* template resp. *AnyForm* form.

10.2.13 Select "Database Bind Columns".

10.2.14 In the dialog box "Bind Database Columns/Bindings" you see the imported tables with their fields. The list "Available fields" contains all fields defined in your *AnyForm* template or *AnyForm* form.



10.2.15 Highlight the fields to be bound in both lists and press the "Bind" button. The available AnyForm fields will be linked to the corresponding field of the imported table. Repeat this step for all required *AnyForm* fields. In our example we would bind all fields except "F_Date" "Field11" and "F_Note". The same way you can unbind fields by pressing the "Remove" button. After binding all necessary fields click OK.



We have now completed all necessary steps for an ODBC connection. To import the data from our Access database remains just a last step.

Important *Please note that a Query Execution is only available for an AnyForm form whereas the definition of an ODBC link can be created either in an AnyForm form or in an AnyForm template.*

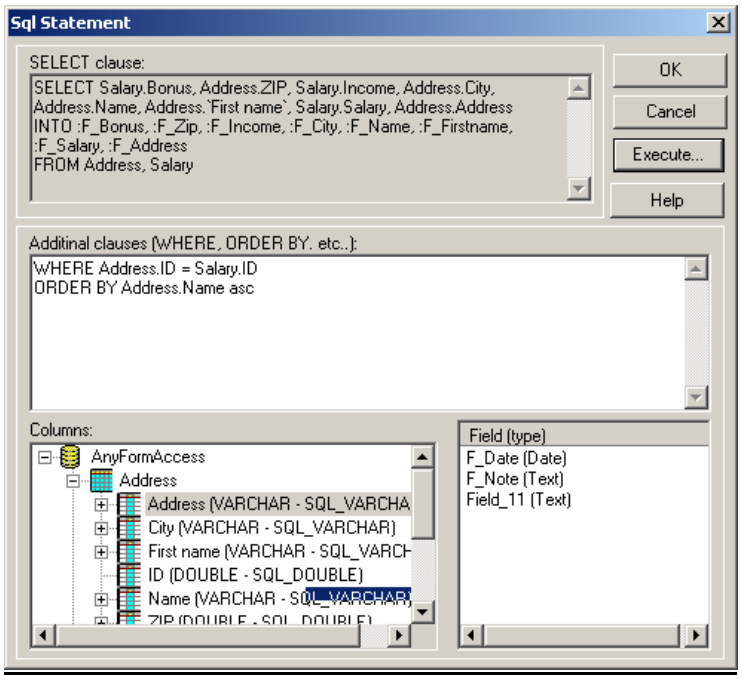
10.2.16 Select "Database/Execute Query". This command is only available for an AnyForm form. The data of the selected database tables will be imported in your AnyForm form. At the same time the tool bar will be completed by the database icons in order to page through the different records.

10.2.17 In order to print out all data records choose the ODBC printing option "From first row" in the menu "File/Options/Printing.

Advanced users select the command "Database/Sql Statement" in order to check the created query in SQL context. You can write your own filter here to select a subset of the database record if you are familiar with SQL (WHERE, ORDER BY, SORT BY etc.). In our rather complex example with two database tables and a result of 9 instead of 3 records we have to define a relation between the two database tables "Address" and "Salary". As both tables contain the identical field "ID" we use the SQL clause *WHERE Address.ID = Salary.ID* in order to create a correct relation. Use the drag and drop method to copy the field names into your SQL clauses. Check the results of your SQL clauses by pressing the button "Execute" or with the command "Database/Execute Query".

If your datasource contains only one database table there is no need to use the WHERE clause to link the tables. However the clause can be used as a filter for data records. With the SQL clause *WHERE Address.ID = Salary.ID and Salary.Salary > 110000* you only import records for persons with a salary above 110000.

Use the SQL clause *ORDER BY Address.name asc* in order to sort your record alphabetically.



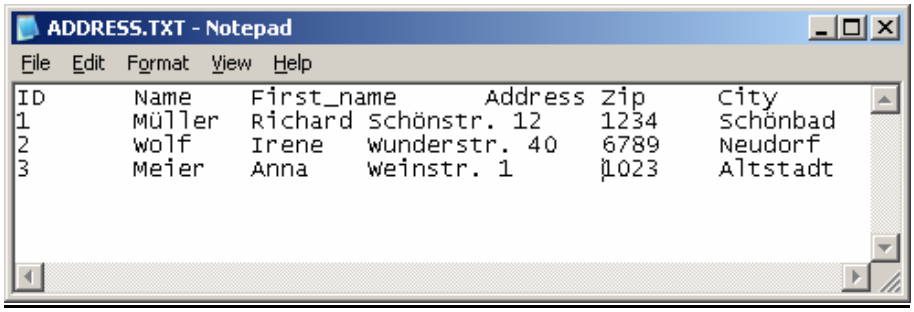
These are only a few simple examples to refine your query with SQL. Other possibilities for selecting, filtering and sorting are available for a SQL expert. Refer to the SQL manuals for further information.

10.3 Preparing a text file as ODBC Source

Only one folder resp. directory (but several text files therein) per *AnyForm* template or *AnyForm* form can be used as data source.

You must perform the following actions to make available a text file as ODBC data source.

10.3.1 Create the desired table as a text file with rows and columns as shown in the example below. The first row contains the names of the *AnyForm* fields, the following rows die appropriate data. Separate the different columns with tab stops. Use a text editor as Notepad, Wordpad or Word.


ADDRESS.TXT - Notepad
File Edit Format View Help
ID Name First_name Address Zip City
1 Müller Richard Schönstr. 12 1234 Schönbad
2 Wolf Irene Wunderstr. 40 6789 Neudorf
3 Meier Anna Weinstr. 1 1023 Altstadt

10.3.2 Do the same for further text files you want to use in *AnyForm*.

10.3.3 Save the text files in the same folder directory.

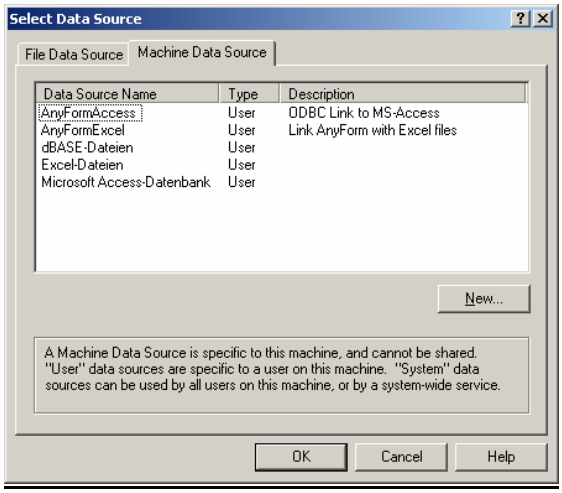
Now return to AnyForm in order to link the template or the form with the just created text files. To do this, proceed as follows:

10.3.4 Open or create an *AnyForm* template or an *AnyForm* form. In our example we create a form based on the template "cardfile3.aft".

10.3.5 Remove an eventually existing data source with the command "Database/Remove Datasource".

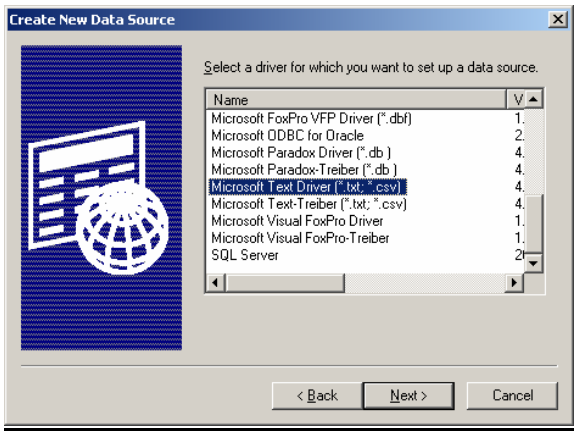
10.3.6 Select command "Database/Datasource".

10.3.7 In the dialog "Select Datasource" activate "Computer Datasources". Click on the command button "New".

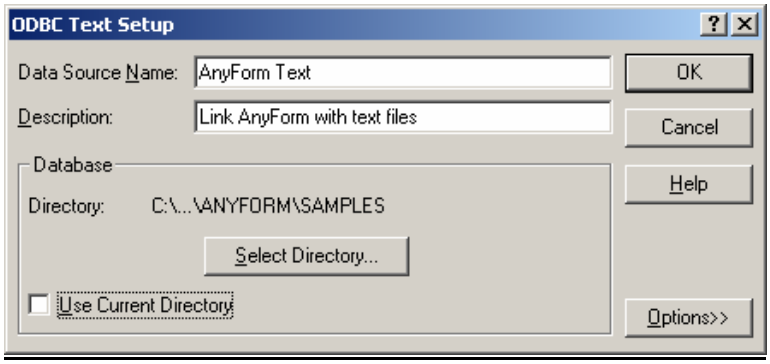


10.3.8 In the "Add Datasource" dialog select the option "User Datasource" and click "Continue".

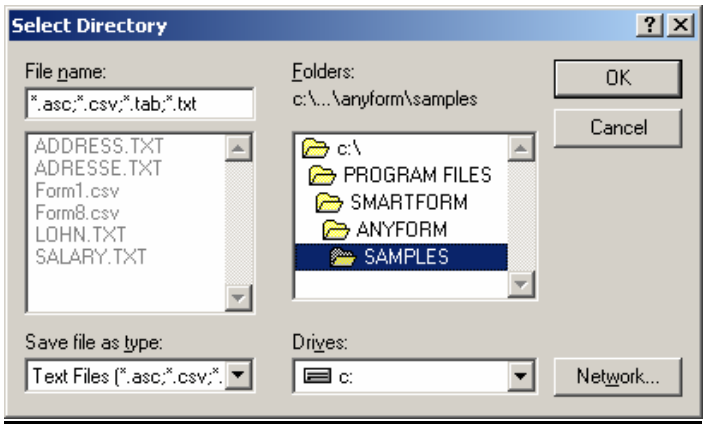
10.3.9 Select "Microsoft Text Driver (*.txt, *.csv) and click "Continue" and "Finish".


Create New Data Source
Select a driver for which you want to set up a data source.
Name
Microsoft FoxPro VFP Driver (*.dbf)
Microsoft ODBC for Oracle
Microsoft Paradox Driver (*.db)
Microsoft Paradox-Treiber (*.db)
Microsoft Text Driver (*.txt; *.csv)
Microsoft Text-Treiber (*.txt; *.csv)
Microsoft Visual FoxPro Driver
Microsoft Visual FoxPro-Treiber
SQL Server
< Back
Next >
Cancel

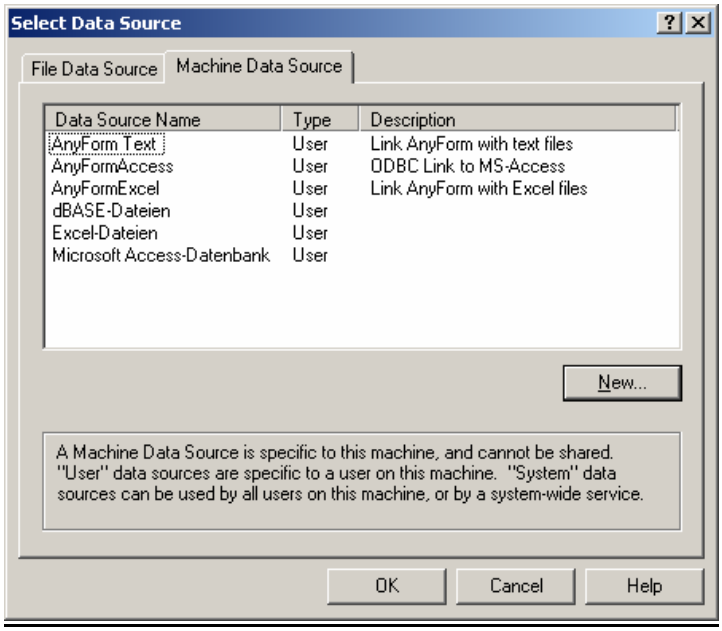
10.3.10 In the "ODBC Microsoft Text Setup" dialog assign a name for this new datasource (e.g. AnyForm Text) and optionally add a description.



10.3.11 In the same dialog press "Select Directory" and enter the name of the above created text folder, in our example "Samples". The filename can be browsed by means of the list fields "Drive" and "Directory". Press OK.



10.3.12 The dialog box "Select Datasources" appears again. Select the new created datasource (example: AnyForm Text) and click OK.

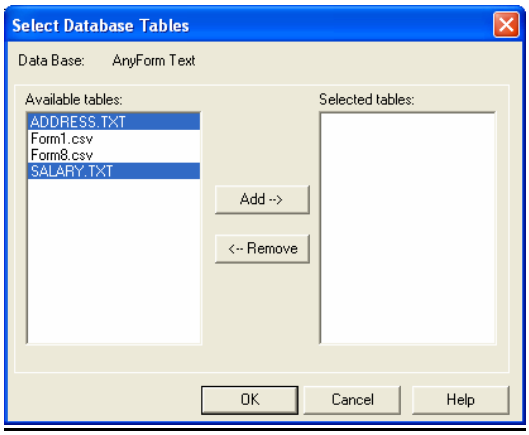


Attention Alternatively you can create datasources with "Start/Control Panel/Administration/Datasources (ODBC)". Use this panel to remove or change datasources.

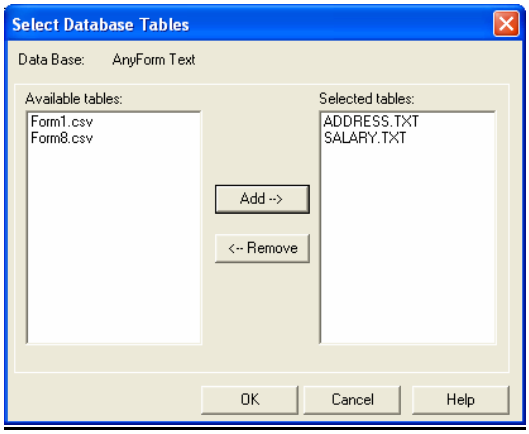
The configuration of datasources may be different from the above said, depending on the ODBC version installed on your system.

Now we will allocate the created data tables to the opened *AnyForm* form or template.

10.3.13 Select command "Database/Select Tables". In the dialog box the list field "Available tables" now contains the database tables "Address" and "Salary" created above (chapter 10.2.1).



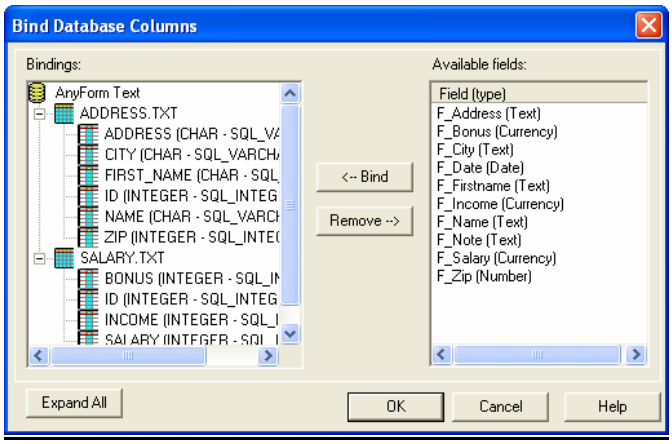
10.3.14 Highlight the required database tables and add them to the list field "Selected tables" by pressing the "Add" button. Add both tables "Address" and "Salary" for our example. Click OK.



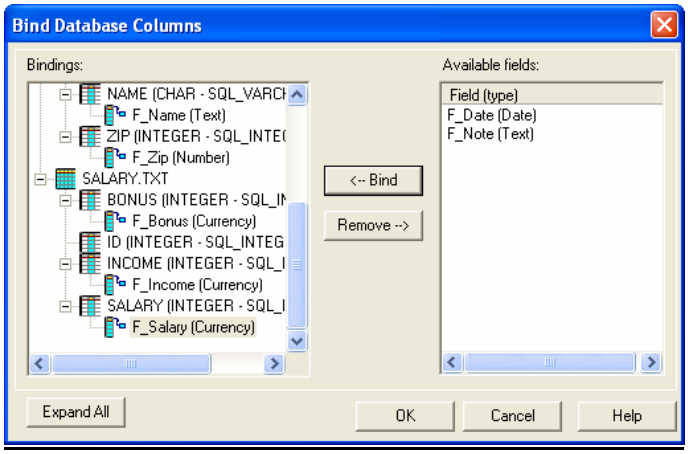
Finally we have to connect the table columns with the fields on the *AnyForm* template resp. *AnyForm* form.

10.3.15 Select "Database Bind Columns".

10.3.16 In the dialog box "Bind Database Columns/Bindings" you see the imported tables with their fields. The list "Available fields" contains all fields defined in your *AnyForm* template or *AnyForm* form.



10.3.17 Highlight the fields to be bound in both lists and press the "Bind" button. The available AnyForm fields will be linked to the corresponding field of the imported table. Repeat this step for all required *AnyForm* fields. In our example we would bind all fields except "F_Date" "Field11" and "F_Note". The same way you can unbind fields by pressing the "Remove" button. After binding all necessary fields click OK.



We have now completed all necessary steps for an ODBC connection. To import the data from our Access database remains just a last step.

Important *Please note that a Query Execution is only available for an AnyForm form whereas the definition of an ODBC link can be created either in an AnyForm form or in an AnyForm template.*

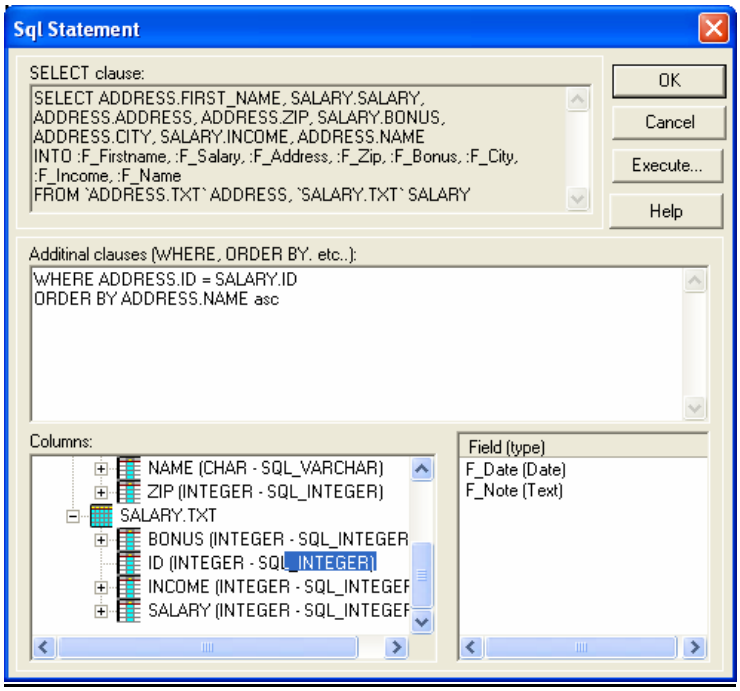
10.3.18 Select "Database/Execute Query". This command is only available for an *AnyForm* form. The data of the selected database tables will be imported in your *AnyForm* form. At the same time the tool bar will be completed by the database icons in order to page through the different records.

10.3.19 In order to print out all data records choose the ODBC printing option "From first row" in the menu "File/Options/Printing.

Advanced users select the command "Database/Sql Statement" in order to check the created query in SQL context. You can write your own filter here to select a subset of the database record if you are familiar with SQL (WHERE, ORDER BY, SORT BY etc.). In our rather complex example with two database tables and a result of 9 instead of 3 records we have to define a relation between the two database tables "Address" and "Salary". As both tables contain the identical field "ID" we use the SQL clause *WHERE Address.ID = Salary.ID* in order to create a correct relation. Use the drag and drop method to copy the field names into your SQL clauses. Check the results of your SQL clauses by pressing the button "Execute" or with the command "Database/Execute Query".

If your datasource contains only one database table there is no need to use the WHERE clause to link the tables. However the clause can be used as a filter for data records. With the SQL clause *WHERE Address.ID = Salary.ID and Salary.Salary > 110000* you only import records for persons with a salary above 110000.

Use the SQL clause *ORDER BY Address.name asc* in order to sort your record alphabetically.



These are only a few simple examples to refine your query with SQL. Other possibilities for selecting, filtering and sorting are available for a SQL expert. Refer to the SQL manuals for further information.

11 FAQ - Frequently asked questions

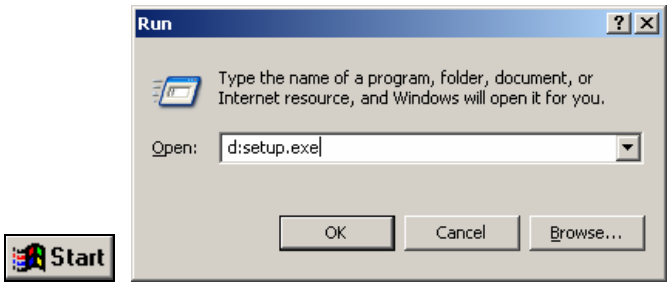
11.1 The program disc does not start

Question:
My program compact disc does not start automatically.

Answer:
1. Eject CD and try again.

   or

2. Manual start of program



11.2 Appearance of ##### characters after filling out a field

Question A:
After filling out a number field I get the following result:
My input: 1,650.-- Output: ###########

Answer A:
You filled out a predefined number field. You have to type in the number in the same format, in which the respective number field has been defined in the *AnyForm* template. For instance, if the format is "1,234.57" type 1,650.00 and not 1,650.--. For changing field attributes see chapter 9.2.

Question B:
After filling out a date field I get the follwing result:
My input: 21.3.2000 Output: ##########

Answer B:
You filled out a predefined date field. You have to type in the date in the same format, in which the respective date field has been defined in the *AnyForm* template. For instance, if the format is "dd.MM.yy" type 21.03.00 and not 21.3.2000. For changing field attributes see chapter 9.2.

Important *Always make sure that the field is big enough to take up the chosen date format.*

11.3 How to deactivate an automatic macro formula?

Question:
How can I deactivate an automatic calculation formula in the macro editor?

Answer:

1. File/New ➔ select „AnyForm Form" ➔ select Date type *.aft and choose the appropriate file ➔ command Edit➔ click on "Automatic Calculation" to deactivate this function. With a further click you activate the function again.

2. File/Open ➔ select date type *.aff if you have already created a *AnyForm* form ➔ proceed as per chapter 9.5.

11.4 Impossible to enter text in a form

Question:
I want to fill out a form, but cannot enter in my form.

Answer:
You try to fill out a template (file type *.aft) where you can change field structures and attributes. Close the template and proceed with "File/New and follow the steps described in chapter 6.

11.5 Printout does not match with the original paper form

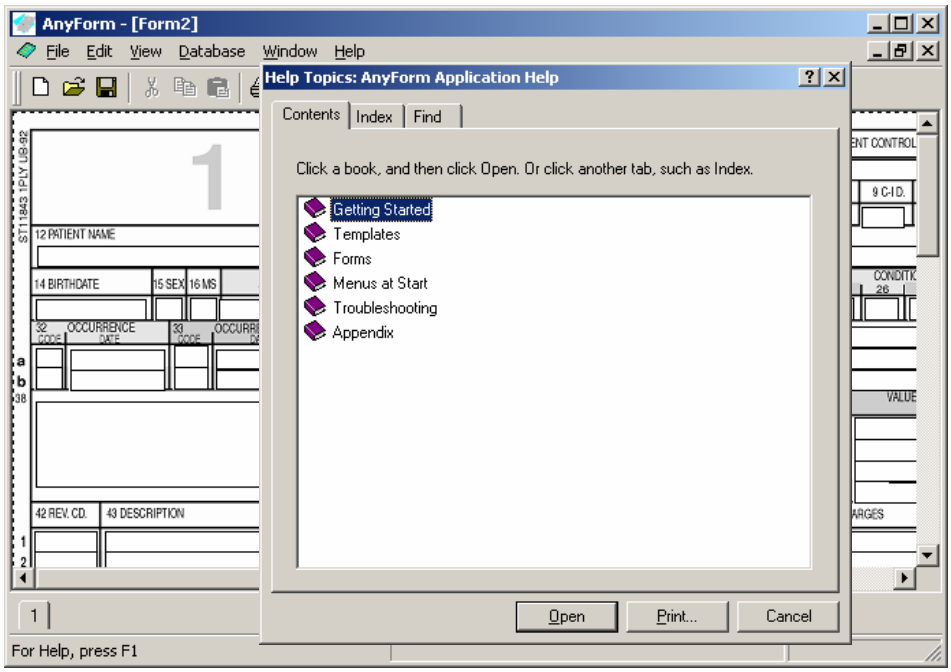
Question:
The printout of the fields on the original paper form does not accurately match.

Answer:
We recommend to arrange the print tuning already in the *AnyForm*template. Once you have assessed the correct y- and x-values which grant a precise print (see chapter 8) save them in the template. By activating the option "Use identical settings for all images" the correct values will be automatically applicable for all future *AnyForm*forms, which you create based on the respective *AnyForm* template.

11.6 Further assistance to *AnyForm* form software

Question:
Where do I get further assistance regarding questions with *AnyForm* form software?

Answer:
For any further questions take a look into the comprehensive *AnyForm*help file.


AnyForm - [Form2]
File Edit View Database Window Help
Help Topics: AnyForm Application Help
Contents Index Find
Click a book, and then click Open. Or click another tab, such as Index.
Getting Started
Templates
Forms
Menus at Start
Troubleshooting
Appendix
Open
Print...
Cancel
For Help, press F1

12 Technical support und service

For specific questions in respect of forms and templates or other technical problems regarding *AnyForm* form software contact our customer support by mailing to SmartForm GmbH, Wallisellen:

support@smartform.com